

River City Pressure Cleaning Equipment

Sales Representative

Department:	Sales
Job Status:	Full Time
FLSA Status:	Salary (non-exempt)
Reports to:	President – David Sparks
Travel:	Travel required (approx. 75% of time)
Work Schedule:	8:00am – 5:00pm (core business hours) plus any additional when needed

POSITION SUMMARY

Selling our equipment, products and services to new and existing customers. Participates in the activities directly related to providing optimal business development. Actively servicing existing customers by maintaining communications and visiting customer locations to offer sales of our repair services, parts and equipment. Also to keep us top of mind. Prospecting daily for new customers by a variety of methods. Developing and maintaining a positive report with existing and potential customers. Staying knowledgeable on all of our products and services as well as keeping a pulse on what is going on with our industry and our customers industries.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Daily prospecting by use of cold calls, follow up calls or appointments, as well as telephone and email correspondence.
- Driving around our entire distributor area (local and out of town) to check on current customer's needs and prospecting for new business.
- Keeping daily report logs throughout each day.
- Taking detailed notes of clients information and needs.
- Maintain communication and contact with existing and new customers.
- Obtain and maintain basic mechanical knowledge and specifications of our equipment and products.
- Meet and/or exceed goals for sales activity and results.
- Follow company policies and procedures
- Address customer inquiries, investigate to resolve issues and proactively obtain customer feedback.
- Demonstrate outstanding customer service through maintenance of high quality and integrity in work environment.
- Work with service team to ensure customers sales and service orders are completed correctly and timely.

- Work closely with management to gain knowledge, resolve customers complicated issues and to share information useful to all.

POSITION QUALIFICATIONS

Competency Statements

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments; Maintain positive and healthy relationships with all employees and customers to ensure customer service effectiveness.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions.
- Written Communication - Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Contributes to a positive team spirit by maintaining a positive attitude; Working collaboratively to address customer needs and provide the best possible customer experience.
- Leadership - Ability to influence others to perform their jobs effectively; Positively supporting company policies and management decisions with employees.
- Diversity - Shows respect and sensitivity for cultural differences.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follow instructions, responds to management direction; Takes responsibility for own actions.
- Innovation - Generates suggestions for improving work.

Example of a typical day:

8:00am - Begin day at the office.

8:00am to approximately 9:30am - Complete paperwork, work email correspondence, make prospect and follow-up calls, and plan out day.

9:30am to approximately 4:00pm - Travel around your territory. Prospect for new clients and service existing clients.

4:00pm - 5:00pm - Return to office. Discuss anything needed with Manager and/or the Service Manager, work email correspondence, make prospect and follow-up calls.

SKILLS & ABILITIES

Education and/or Experience: One-year certificate from college or technical school; or one plus year's related experience and/or training; equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the

organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Requirements: Must be able to drive a company vehicle to clients' and potential clients' sites to solicit new and existing business.

Compensation - Salary plus Commission

We offer a competitive benefit package including, paid time off, paid holidays, medical, dental and vision insurance.

Note: A Dog and a Cat live on business premise.