

JOB DESCRIPTION

JOB FUNCTION: Product sales and new business prospecting
TITLE: Sales Representative
REPORTS TO: Sr. Vice President – Business Development
LOCATION: Wyoming, Minnesota facility
DATE: 02/02/2012
CONTACT: Email resumes to sales@allsafe.net

SUMMARY

The Sales Representative is responsible for new business prospecting and sales within their designated territory for assigned product groups of industrial compressed gas equipment. The primary objective of the Sales Representative is to aggressively seek new business relationships and close profitable sales while maintaining customer satisfaction. Core responsibilities include telephone cold calls, follow up calls, emails, generating sales quotes, giving sales presentations and answering customer inquiries.

DUTIES AND RESPONSIBILITIES

The Sales Representative is responsible for all of the following duties which are performed personally:

- Identify and contact prospective customers
- Maintain regular contact with existing customers
- Generate sales quotes
- Maintain working knowledge of product lines
- Meet prospecting and sales goals
- Negotiation of final sale price of product (discounts and additions) within company guidelines
- Maintain detailed records of sales efforts in CRM software
- Other duties may be assigned

QUALIFICATIONS & REQUIREMENTS

To perform this job successfully an individual must be able to excel at each duty outlined above and have the following knowledge, skills, ability and background:

General Requirements

- Self-starter with the ability to work independently in a dynamic, fast-paced environment
- Excellent time-management and phone skills
- Strong written and verbal communication skills
- Strong email and computer skills
- Stable and successful career background
- Strong and ethical performance history
- Coachable and competitive spirit
- Ability to earn client trust
- Desire and dedication for a long term professional career
- Willingness to travel occasionally (1 to 3 times per year)

Education and Experience

- One or more years of direct sales experience desirable but not required
- Experience with ACT (or other CRM tool), Outlook and Excel desired
- Some post secondary education desirable

Language and Communication Skills

- Ability to read and interpret customer communications, sales reports, and common documents;
- Ability to respond to inquiries or complaints from customers, or members of the business community;
- Ability to develop sales presentations that conform to prescribed style and format. Ability to effectively present information to customers, top management and peers.

Reasoning Ability & Mathematical Skills

Ability to apply general scientific and business mathematical techniques. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job the employee is regularly required to sit, talk and hear.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee is required to use hands to type, handle, or feel objects, tools and computer controls.
- Specific vision abilities required by this job include close vision and distance vision.