



A Division of Roll-Rite, LLC

1404 N. Marshall Ave. El Cajon CA. 92020

JOB DESCRIPTION

Job Title: Sales Representative I

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Reports to: Sales Manager

Summary: Supports the company's sales goals through professional sales techniques and good customer service, maintains quality relations with existing accounts, and provides sales and marketing coverage by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

- Develops maximum sales potential through competitive sales techniques and knowledge of the company's products and services as well as the competition's strengths/weaknesses.
- Builds and maintains quality relations with existing assigned accounts, and increases account base and volume of sales on a consistent basis.
- Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, Internet Web sites, and other sources.
- Displays or demonstrates product, using samples or catalog, and emphasizes salable features.
- Quotes prices and credit terms and prepares sales contracts for orders obtained.
- Estimates date of delivery to customer, based on knowledge of own firm's production and delivery schedules.
- Enters new customer data and other sales data for current customers into computer database.
- Develops and maintains relationships with purchasing contacts.
- Investigates and resolves customer problems with deliveries.
- Creates customized proposals to meet specific customer requirements in an efficient manner.
- Utilizes company leads to expand current customer base and follows up all leads promptly.
- Maintains updated, organized files on all accounts.
- Provides information and/or follow up on customer as requested.

Job Type: Full-time (8am to 5pm)

Compensation: Competitive Wages



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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds.