



## *JOB DESCRIPTION*

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**POSITION:** Equipment Specialist  
**DEPARTMENT:** Sales  
**REPORTS TO:** Equipment Sales Division Manager  
**CLASSIFICATION:** Exempt  
**APPROVED BY:** Chief Operating Officer  
**APPROVED DATE:**

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### **Summary**

This position is responsible for all equipment sales activity in assigned accounts or regions. An Equipment Specialist supports the Las Vegas sales department to deliver exceptional sales and service experience in the selection of and process of using cleaning equipment. Equipment Specialists maintain a high level of visibility with their accounts.

### **Essential Functions**

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

- Presents and demonstrates company products and services to current and potential clients.
- Prepares action plans and schedules to identify specific targets and projects the number of contacts to be made.
- Identifies sales prospects and contacts them for introduction and overview of product line versus prospects needs
- Researches existing and new customers to gain knowledge about customers business needs
- Follows up on new leads and referrals resulting from field activities.
- Develops and maintains sales materials and current product knowledge.
- Prepares sales presentations, proposals, sales contracts, contract activation, service contracts maintenance, status reports, sales activity reports, sales goals, sales closings and sales follow-up calls.
- Able to identify and resolves client concerns.
- Manages accounts through quality checks, follow-up meetings including communicating new products/services, opportunities or special developments.
- Coordinates company staff to accomplish the work required to close sales.
- Manages Las Vegas equipment inventory to make sure proper stock is in place and moving.

- Participates in marketing events such as seminars, trade shows, and telemarketing events.
- Demonstrates use of new products/equipment to current and prospective clients.
- Assists customers in the proper selection of products and building their cleaning procedures
- Consults with customers regarding health and wellness of their facilities
- Works closely with supplier community on programs to support customers' needs
- Works closely with Brady management in identifying new opportunities with the customer

### **Competencies**

- Customer/Client Focus.
- Communication Proficiency.
- Performance Management.
- Initiative.
- Results Driven.
- Organization Skills.
- Presentation Skills.

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a large room shared with others and own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

### **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.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position with some flexibility in hours, but the employee must be available during "core" work hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Significant local travel during the day, although frequent regional and overnight travel is required.

**Required Education and Experience**

- High School Diploma required, Business related degree or Technical certificate preferred.
- 2-4 years sales experience required.

**Abilities:**

- Strong communication skills both verbal and written.
- MS Office experience.
- Intermediate to advanced Excel skills required.
- Excellent customer service skills.
- Knowledge of sales promotions and advertising techniques required.
- Problem solving and negotiation skills required.
- Must be a self-starter with strong time management skills.
- Mechanically inclined.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_