



## *JOB DESCRIPTION*

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**POSITION:** Sales Representative  
**DEPARTMENT:** Sales  
**REPORTS TO:** Sales Manager or General Manager  
**CLASSIFICATION:** Commission  
**APPROVED BY:** Chief Operating Officer  
**APPROVED DATE:**

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### **Summary**

This position is responsible for all sales activity in assigned accounts or regions. Sales representatives manage quality and consistency of product and service delivery, while maintaining 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 sells 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 makes contact with them for the purpose of introduction and overview of product line versus prospects 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.
- Identifies 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.
- Develops and implements special sales activity to reduce stock.
- Participates in marketing events such as seminars, trade shows, and telemarketing events.
- Demonstrates use of new products/equipment to current and prospective clients.
- Researches existing and new customers to gain knowledge about customers business needs
- Assists customers in the proper selection of products.
- Assists customers in building there cleaning procedures.

- Consults with customers regarding health and wellness of their facilities.
- Works closely with supplier community on programs to support customer's needs.
- Works closely with Brady management in identifying new opportunities with the customer.

### **Competencies**

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

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a large room with 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 flexibility in hours. The employee must be available during the "core" work hours of 8:00 am – 5:00 pm and must work at least 35 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires significant local travel, including surrounding areas, and occasional overnight travel

## **Required Education and Experience**

- High School Diploma required, some college preferred.
- 2-4 years previous sales experience required.

## **Abilities:**

- Strong verbal and written communication skills.
- Intermediate math skills required.
- Must possess excellent problem-solving abilities and negotiation skills.
- Strong customer service skills and be details oriented.
- Intermediate or advanced computer skills and proficient in Microsoft office suite including word and excel.
- Be a self-starter with strong time-management skills.
- Must possess strong sense of accomplishment, initiative and tenacity.

## **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 \_\_\_\_\_