



<b>Job Title:</b>	Inside Sales Rep.	<b>FLSA Job Category:</b>	Exempt
<b>Job Code/ Req#:</b>	TMC-ISR	<b>Reports to:</b>	Location Manager
<b>Travel Required:</b>	No	<b>Level/Salary Range:</b>	Commensurate with experience.
<b>HR Contact(s):</b>	Bobby Denton, Rich Moore	<b>Work Schedule</b>	Full Time

**Job Description**

**Job Purpose:**

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

**Reasonable Accommodations Statement:**

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.

**Essential Functions:**

- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Recommend products to customers, based on customers' needs and interests.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Provide customers with product samples and catalogs.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Arrange and direct delivery and installation of products and equipment.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Check stock levels and reorder merchandise as necessary.
- Buy products from manufacturers or brokerage firms and distribute them to wholesale and retail clients.
- Forward orders to manufacturers.

**Position Qualifications: (Competency Statements)**

- **Active Listening** - Ability to actively attend to, convey, and understand the comments and questions of others.
- **Business Acumen** - Ability to grasp and understand business concepts and issues.
- **Competitiveness** - Willingness to strive to get ahead or to finish projects.
- **Customer Oriented** - Ability to take care of the customers' needs while following company procedures.
- **Initiative** - Ability to make decisions or take actions to solve a problem or reach a goal.



- **Judgment** - The ability to formulate a sound decision using the available information.
- **Resilient** - Ability to recover from, or adjust to, misfortune or setbacks.
- **Sales Ability** - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Relationship Building** - Ability to effectively build relationships with customers and co-workers.
- **Ambition** - The drive to achieve personal advancement.
- **Accountability** - Ability to accept responsibility and account for his/her actions.
- **Detail Oriented** - Ability to pay attention to the minute details of a project or task.
- **Analytical Skills** - Ability to use thinking and reasoning to solve a problem.

**Education** - High School Graduate or General Education Degree (GED)

**Experience** - One to two years related experience

**PHYSICAL DEMANDS**

Stand	O (Occasionally)	<b>Lift/ Carry</b> 10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling/Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push / Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and / or assign tasks for the employee to perform, as the company may deem appropriate.

Approved By:	Bobby Denton / Eric Self	Date:	September 5 <sup>th</sup> , 2012
Last Updated By:		Date/Time:	