



Job Title:	Outside Sales Rep.	FLSA Job Category:	Exempt
Job Code/ Req#:	TMC-OSR	Reports to:	Location Manager
Travel Required:	Yes	Level/Salary Range:	Commensurate with experience.
HR Contact(s):	Bobby Denton, Rich Moore	Work Schedule	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.
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Consult with clients after sales to resolve problems and to provide ongoing support.
- Prepare quotes and pricing that meet specific customer needs.
- 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.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Negotiate details of orders and payments, and prepare sales order forms.
- Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.
- Obtain credit information about prospective customers.
- Plan, assemble, and stock product displays in retail stores, or make recommendations to retailers regarding product displays, promotional programs, and advertising.
- Negotiate with retail merchants to improve product exposure, such as shelf positioning and advertising.
- Train customers' employees to operate and maintain new equipment.



Position Qualifications: (Competency Statements)

- **Active Listening** - Ability to actively attend to, convey, and understand the comments and questions of others.
- **Accountability** - Ability to accept responsibility and account for his/her actions.
- **Conflict Resolution** - Ability to deal with others in an antagonistic situation.
- **Initiative** - Ability to make decisions or take actions to solve a problem or reach a goal.
- **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.
- **Presentation Skills** - Ability to effectively present information publicly.

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

Experience - One to two years related experience

PHYSICAL DEMANDS

Stand	F (Frequently)	Lift/ Carry	10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	F (Frequently)		21-50 lbs	O (Occasionally)
Handling/Fingering	F (Frequently)		51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)		Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push / Pull		
Climb	N (Not Applicable)		12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)		13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)		26-40 lbs	O (Occasionally)
Bend	O (Occasionally)		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 / JR Ryan	Date:	September 5 th , 2012
Last Updated By:		Date/Time:	