

Outside Sales Representative Job Description

An Outside Sales Representative for our organization is responsible developing business by following up on store generated leads as well as developing new business through various marketing efforts.

DUTIES AND RESPONSIBILITIES:

Be ethical and professional in all dealings with current and potential customers and fellow employees.

Utilize all available resources to reach out to prospects and attempt to turn those prospects into customers

Seek out prospective customers and opportunities via various community events, shows, fairs, business organizations and so on.

Test customers water and make appropriate equipment recommendations.

Complete water test and plumbing size up form for each customer visit

Follow up on all generated quotes

Stay current on existing products and services as well as new and emerging technologies

Attend meetings and training sessions as needed

Work closely with office staff, shop and service/ installers to ensure customer satisfaction

Maintain a professional appearance- self, vehicle, paperwork

Meet with management a minimum of once a week to discuss leads, issues, etc.

QUALIFICATIONS:

Outside sales experience required

Working vehicle required

Valid Pa driver's license required

Must be self motivated

TRAINING:

We provide training through various methods:

Water Quality Association on line courses through the MEP program

One on one and classroom training as provided by various vendors/ suppliers

On-line training as provided by various vendors/ suppliers

Reading trade magazines- on line and in print

One on one training with our staff on various procedures



PAY STRUCTURE:

This is a commission-based plan.

16% commission for all house provided new business leads and self-generated leads.

Installed sales over \$35,000 in a month result in a \$500 additional bonus; installed sales over \$40,000 an additional \$250 bonus.

Installed self-generated leads equaling 4 in a month will receive a \$250 bonus and each additional one above the 4 will receive an additional \$75 bonus.

Health Insurance- we pay 75% of the premium for the individual, coverage for spouse and/or children is available via payroll deduction

Dental insurance is available via payroll deduction

Participation in company SIMPLE IRA available

Vacation- up to 10 days per year, \$100 per day paid

Vehicle allowance \$100 per week

MISCELLANEOUS:

Company cell phone provided

Business cards and all sales literature and forms provided

Test kit and all related supplies provided

SCHEDULE:

Although the schedule is flexible, you will be expected to work various shows/ community events, which often happen on weekends.

Many customers need evening appointments

Office time at least 2 Saturdays out of 4 unless doing a show. Saturday hours are 9-12.

Daily check in is required for the first 90 days to discuss previous days activity and results, current days calls and strategies

