

## **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:**

- Pay structure can be either a straight commission or a salary plus commission plan. Details to be discussed in interview.
- Health Insurance: Sanatoga Water Conditioning pays 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/year; \$100/day paid.
- Vehicle allowance: \$100/week.

## **MISCELLANEOUS:**

- Company cell phone provided.
- Business cards and all sales literature including 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.
- Please be aware that many customers need evening appointments.
- Office time: at least two Saturdays out of four unless doing a show. On average Saturday hours are 9a-12p.
- Daily check-in is required for the first 90 days to discuss previous day's activities and results as well as current day's calls and strategies.

