



**RENTAL • SALES • SERVICE**

## **OUTSIDE SALES JOB DESCRIPTION**

Conducts sales out in the field via face-to-face interactions with both potential and existing customers. They are responsible for offering the best possible customer experience as well as providing hands-on explanations of any new or updated products when necessary.

This is a base salary + commission position including bonuses.

You will be provided with a company truck including insurance, cell phone, a laptop, and health insurance which includes medical, dental, vision and life. 401K after 1 year of employment.

### **RESPONSIBILITIES:**

- Travel within designated sales territory included but not limited to; St. Charles, Montgomery, Lincoln, Warren, Pike, & Franklin to meet prospects and customers.
- Conduct calls and face to face meetings with customers daily
- Build and maintain relationships with new and repeat customers
- Maintain records of all sales leads and/or customer accounts
- Monitor the company's industry competitors, new products, and market conditions to understand a customer's specific needs
- Respond to customer inquiries regarding product selection, placement of orders, requests for prices and quotations, and providing customer follow-ups as necessary.
- Ensure orders are written with all pertinent information included
- Respond to customer requests for pricing, availability, and product in a timely manner
- Assist customers in the purchase and delivery of special orders.
- Ensures all reports are maintained and turned in on a timely manner.
- Turns in all receipts to office manager monthly
- Completes assigned tasks within deadline and meets goals
- Follows established policies and procedures and works in a safe manner
- Positive and respectful attitude towards fellow employees and customers
- Follows instructions and tasks given by manager

- Works effectively with all levels of the company- parts, service, sales, rental, purchasing
- Ability to multi-task, prioritize tasks and manage time effectively
- Adheres to company mission statement and core values.