



## POSITION TITLE: SALES REPRESENTATIVE

Reports To: Sales Manager

### Position Summary

The Sales Representative is responsible for building and maintaining business relationships with individuals, and companies, in IE's target market. Sales representatives should drive growth in the business by providing solutions for the target market, in turn closing sales, and hitting IE sales targets. This position will contribute to developing and implementing sales strategies set by Sales Manager.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Create awareness and demand for the company products and services
- Identifying potential opportunities and effectively communicating benefits and opportunities available to meet needs and interests
- Achieve sales targets and outcomes within outlined schedule
- Abide by IE Sales Code of Conduct and other policies
- Establish, develop, and maintain a positive relationship with current and future customers
- Maintaining communications with IE team to ensure efforts are in line with objectives
- Identifying prospective customers by using business directories, following leads from existing customers, participating in organizations and clubs, attending trade shows and conferences, performing cold calls as required, and other sources
- Calling on prospective customers, providing technical and administrative product information and quoting appropriate customer prices
- Using sales skills and ethical strategies to progress sales process, create product value, overcome objectives and close sales.

- Processing orders for products by mail, telephone, fax, email or visit
- Analyzing customer inquiries to determine appropriate product literature and pricing schedules; recommending price changes based on company/customer relationship; recognizing new business opportunities
- Provide support in resolving production scheduling, shipping, or invoicing problems; determining validity of warranty claims
- Reviewing and editing orders received for accuracy
- Specify custom details required for production and shipment
- Compiling statistics and preparing various reports to support your success and assist management
- Providing timely and accurate quotes according to quoting procedures.
- Maintaining customer database with accurate information and providing current pricing for customers.
- Maintaining all quote documentation with accurate pricing and configurations
- Monitoring market conditions, product innovations, and competitors' products, prices, and sales to support business growth
- Negotiating details of contracts and payments
- Provide ongoing support and education to customer as needed
- Coordinate with IE team when new items are needed
- Input accurate information for Estimates and Invoices
- Oversee and participate in tradeshow preparations and setup as needed
- Travel to visit potential and current customers, tradeshows, and other events as needed
- Prepare and carry out in-person, video or phone sales presentations
- Maintain an organized and clean workspace
- Performing other duties as assigned

## Minimum Qualifications (Skills and Abilities)

- Bachelor's degree in Sales or related field preferred
- Knowledge of and efficiency in various sales techniques
- Demonstrated ability to build and maintain relationships
- Flexible, creative, and able to work in a non-structured developing work environment
- Demonstrated capacity to think "outside the box", educate and motivate customers on the company's products, programs and new ideas
- Proficient in Microsoft Office, QBO, Method CRM.

- Excellent oral/written communication skills, including well-developed presentation skills
- Excellent customer relationship skills
- Embody Core Values of Company
- Self- Motivated and thrives under pressure

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. Must be willing to travel and Stand long hours at tradeshow. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

**Received and accepted by**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

The company is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.