

# **Macon Hardwood, LLC**

## **Sales Representative Job Description**

### **PRIMARY RESPONSIBILITIES**

1. Present and sell hardwood flooring to current and potential clients.
2. Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
3. Follow up on new leads and referrals resulting from field activity and/or telemarketing calls.
4. Identify sales prospects and contact these and other accounts as assigned.
5. Prepare presentations (ship flooring samples to customers), proposals and sales contracts.
6. Develop and maintain current hardwood flooring knowledge.
7. Establish and maintain current client and potential client relationships.
8. Prepare order acknowledgments to customers and purchase orders to flooring mills.
9. Manage account services through quality checks and other follow-up.
10. Identify and resolve client concerns.
11. Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
12. Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
13. Coordinate with company staff to accomplish the work required to close sales including logistics and accounting.
14. Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES**

1. Participate in marketing events such as seminars, trade shows, and telemarketing events.
2. Follow-up for collection of payment.
3. Coordinate shipping schedules and delivery of merchandise.
4. Provide on-the-job training to new sales employees.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Hardwood flooring industry knowledge a plus.
2. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
3. Ability to persuade and influence others. Ability to develop and deliver presentations. Ability to create, compose, and edit written materials. Strong interpersonal and communication skills. Knowledge of advertising and sales promotion techniques. This is normally acquired through a combination of the completion of a Bachelor's Degree and three to five years of sales or marketing experience.
4. Visibility requires maintaining a professional appearance and providing a positive company image to the public.
5. Work requires significant local travel to current and potential clients. This requires the possession of a valid state drivers license within 60 days of employment.
6. Work requires willingness to work a flexible schedule and occasional overnight travel.

### **WORKING CONDITIONS**

Working conditions are normal for an office environment. Work requires significant local travel and may require occasional overnight travel and weekend and/or evening work.