***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports functionally and administratively to the Director of Sales and Marketing. The Outside Sales Employee sells, designs, and solicits parts/components of industrial hydraulic, pneumatic, fluid purification and position-sensing equipment to include company repair services.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** College degree preferred & Fluid Power Certification preferred.
* ***Experience:*** Industrial Sales experience required. 2+ years of outside hydraulic sales experience preferred.
* ***Skills, Knowledge, Abilities:*** Computer knowledge and can efficiently use in Microsoft Office products.
* ***Character Traits:***
	+ Team oriented and spirited
	+ Dependable
	+ Integrity
* ***Physical Requirements:*** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
* ***Working Conditions/Environment:*** Office Conditions and shop conditions (no central heat or air condition); some outdoor work required.

***RESPONSIBILITIES AND JOB DUTIES***

***Responsibilities:***

* Sell/Market (direct, phone or email) assigned accounts
* Expand new customer base
* Expand sales and products to existing customers
* Maintain & grow profit margins
* Follow up on Qualified Sales Leads
* Quote follow-ups
* Present contracted vendor products

***Duties:***

* Continue and improve product knowledge
* Research markets of expertise
* Maintain Fluid Power Specialist Certification
* Assist training of Inside Sales Personnel
* Joint sales calls with vendors.

***Additional Duties:***

* Write up customer repairs/service requests
* Provide and coordinate customer service in all areas
* Monitor Accounts Receivables and assist in resolution when needed
* Monitor repair/service schedules
* Maintain customer records
* Audit Inside Sales customer quotes and orders
* Identify all key contacts within each account
* Provide weekly sales call reports, expense reports and next week call schedules
* Monitor open orders and assist in resolution when needed.

***Administrative/General:***

* Assist in development, review, and maintenance of processes, procedures, and guidelines.

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_