

ALLIED FIRE & SECURITY

Job Description

Job Title: Sales Representative
Department: Sales Department - RSC (Residential/Small Commercial)
Reports To: Branch Operations
FLSA Status: Exempt
Prepared By: Jay Hunt
Prepared Date: 06/02/11
Approved By: Jay Hunt
Approved Date: 06/02/11

SUMMARY

Sells security, life safety, communications, and related equipment by performing the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, Internet Web sites, and other sources.

Daily travel through assigned territory to call on existing and prospective customers. Solicits orders, distributes sales literature and/or discusses security/life safety needs. Prospecting activities take place in customer's place of business or home and/or by phone.

Analyzes customer's needs and recommends equipment systems and/or services needed as trained and directed by Business Development Manager.

Displays or demonstrates product, using samples or catalog, and emphasizes salable features. Develops and presents oral/computer presentations as needed.

Quotes prices and credit terms and prepares sales contracts for orders obtained using company established pricing, labor guidelines and terms.

Estimates date for delivery to customer, based on knowledge of our own firm's production and delivery schedules.

Maybe asked to train personnel of business establishments in use of equipment and software.

Prepares reports of business transactions and keeps expense accounts.

Sales Representative enters new customer data and other current sales data into our computer database.

Participates in and leads group and networking organizations as directed by the Sales Manager.

Attends daily and weekly sales and product training meetings as directed by Business Development Manager.

Attends trade shows as necessary.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Sales Representative must be computer literate, and possess working experience in software such as Word, Excel, and Outlook.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Sales Representative will also write reports, business correspondence, and procedure manuals as necessary. Sales Representative will possess the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as addition, subtraction, division, multiplication, gross profit margin and mark-up percentage calculations. Sales Representative will possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Employee will also possess the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Employee can deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Employee will also possess the ability to deal with a variety of abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Employee is also required to walk into prospective retail offices and hand out literature on a daily basis. Employee may be required to walk up to a mile per day meeting prospects and distributing sales literature and conducting sales presentations.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

CERTIFICATION:

X	X
Employee Signature	Supervisor/Manager's Title
X	X
Printed Name _____ Date _____	Supervisor/Manager Signature _____ Date _____
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position
X	
Branch Operations Manager _____ Date _____	
I approve the delegation of responsibilities outlined herein with the context of the attached organization structure	
<p>The above statements are intended to describe the general nature and level of work being performed by the Sales Representative. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.</p>	