

Position Description for:

Sales Representative Apprentice

This is a development position which works under the direct supervision of an experienced Sales Representative or Regional Sales Manager to:

Acquire and maintain thorough knowledge of Company's products and services applicable to the assigned vertical market segment, territory and key accounts.

Gain proficiency in using the Company's business systems used to track and process all customer data, projects and sales transactions.

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

Attend trade shows and conduct educational product introductions/training to targeted audiences such as architects and designers, building and facilities managers, etc.

Provide information to Company's business development team to guide them in setting appointments with qualified customers.

Travel throughout assigned territory to call on customers to determine business organization systems needs and opportunities to propose solutions.

Stay abreast of bid opportunities within the territory and obtain/review bid documents to allow response in a timely manner.

Expected learning objectives include mastery of how to:

- Craft business organization solutions appropriate to solve customer needs utilizing the full scope of products and services offered by the Company.
- Communicate design criteria and project scope to planning and design team with sufficient detail and information needed to produce design drawings, bills of materials and proposals.
- Determine selling prices and credit terms in accordance with Company guidelines.
- Present proposals to customers and arrange for product demonstrations or reference site visits.
- Follow up with customers at conclusion of project installations to ensure satisfaction and explore additional sales opportunities for add-on projects or supply orders.
- Develop a pipeline of open proposals for qualified projects.