**Position Description**

**Position:** Outside Salesperson

**Salary Range:** Salary is commission-based with bi-weekly draws.

$Minimum $Mid Point $Maximum

**Reports to:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role Description**

The role of this position is to sell products and services to the contractor community with a focus on meeting sales and profitability goals. Must be able to establish strong relationships with new customers while maintaining existing customers through meeting their needs and exceeding their expectations.

**Scope of the Position**

This position is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation and interaction with the staff at the branch location and the home office. Territory for this position includes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Estimated travel for this position is \_\_\_\_\_%. A company vehicle is provided for business use.

**Nature of the Position**

Responsibilities expected of this position include, but are not limited to, the following:

* Develop business strategies to grow market share and optimize profitability.
* Solicit sales from the professional contractor through cold calling and setting appointments with the existing customer base
* Promote marketing programs and sales promotions in the field
* Travel throughout assigned territory to call on regular and prospective customers to solicit orders
* Travel with dealer reps to job sites to do product presentations
* Quote prices and credit terms and prepares sales contracts for specific sales programs
* Work closely with inside sales representatives, buyers and product managers
* Coordinate and perform customer training
* Investigate and resolve customer problems
* Attend trade shows to stay abreast of new product development

**Position Qualifications**

Qualifications of the ideal candidate include:

* At least 3 years’ experience in lumber and building materials or a related industry; experience in building material sales preferred
* Proven track record of meeting sales and business objectives
* Computer literacy and knowledge of current office technology.
* Knowledge of Microsoft Office programs including Word and Excel.
* Ability to do blueprint take-offs.
* Exceptional organizational skills.
* Strong communication skills.
* Strong interpersonal skills.
* Ability to work with confidential information.
* Ability to work independently with limited supervision.
* Ability to think strategically.
* Bachelor's degree or equivalent years of industry experience