



5 LOCATIONS TO SERVE YOU!
AVISTON | HIGHLAND | NEW BADEN | CARLYLE | MASCOUTAH

OUTSIDE SALESPERSON

Responsible for sales to those accounts allocated to him or her and for development of new sales prospects.

Specific assignment includes:

1. Responsible to Sales Manager.
2. Work closely with yard managers.
3. Unless approved in advance, salespersons are to report to their designated primary yard at the start of the day at an assigned time and keep in contact throughout the day.
4. Regularly bring in new accounts, bids, and follow-up on these.
5. Maintain a schedule of calling and servicing all accounts commission is claimed for.
6. Service accounts as needed (i.e. price change notifications, waivers, claim inspection, new product notifications, etc.)
7. Handle customer complaints in conjunction with appropriate yard manager.
8. Assist if needed in collecting monies due the company.
9. Be aware of new potential customers working in our normal trading area.
10. Be aware of and inform management of competitive pricing, sales practices, and policies.
11. Be familiar with the company's credit policy and terms of sale.
12. Be familiar with company pricing structure.
13. Attend any scheduled sales or training meetings as provided.
14. Be familiar with lumber and building materials both in stock and available to special order for customers, and the uses for these materials.
15. Be familiar with and attempt to sell to contractors, store and yard items other than lumber and plywood.
16. Maintain expense records per company requirements.
17. Attempt to attain yearly sales and margin goals set by the company.
18. Be aware of customer quotes and follow-up.
19. Follow-up on all sales calls made to check results of call.
20. All other duties as assigned by Management.

Required abilities or experience:

1. Must possess a valid driver's license
2. 3 years of sales experience required
3. Blue print estimating a plus
4. Physical demands include:
 - a. Ability to drive for extended periods of time
 - b. Ability to walk and stand on uneven job site conditions
 - i. Ability to lift up to 25 lbs. on a regular basis and occasionally 80 lbs. - Occasional delivery of product during job site visit
5. High School Diploma or better