

POSITION: ***OUTSIDE SALES REPRESENTATIVE***

POSITION SUMMARY: ***ALL ASPECTS OF SALES TO CONTRACTORS AND CUSTOMERS THAT REQUIRE OFFSITE ASSISTANCE***

ORGANIZATION POSITION: ***REPORTS JOINTLY TO STORE MANAGER AND SALES MANAGER***

RESPONSIBILITIES & DUTIES:

- All facets of contractor sales, including, but not limited to: quoting, invoicing, site sales and service duties, prospecting and complaints.
- Responsible for prompt attention, courteous service, and follow through with customers, internal staff and orders.
- Continuously identify and implement ways to increase customer and Deering Lumber sales and profits
- Continuously identify and implement ways to improve service to customers
- Work closely with Store Manager and purchasing to ensure adequate stock levels for jobs in progress, jobs coming up, and aware of competition pricing and activity.
- Keep Sales Manager abreast of any pricing issues, situations, or complaints out of the norm.
- “Best in Class” service to established accounts. Maintain excellent contractor relations and service all complaints. Service retail customers who require field assistance and at request of Store Manager.
- Canvass territory to develop new accounts.
- Work with Outside Sales Support to optimize Outside Sales time spent on growing sales.
- Devote time required to honor all commitments.
- Hold a valid Maine driver’s license obeying all vehicle laws and regulations.
- Other duties as assigned.

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to sit, stand, walk, and/or move about for extended periods of time at company locations and on jobsites that may have difficult access, use hands to write, to operate a computer and printer and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to customer jobsites, meetings or other facilities. Occasionally the employee may be required to lift and/or load up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.