



## JOB DESCRIPTION

**Job Title:** Sales Representative  
**Exemption Status:** Exempt

**Date:** 11/15/2021  
**Department:** Sales

### **Job Specifications:**

EDUCATION	2 year Degree in related field, preferred
JOB RELATED EXPERIENCE	3+ years
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Sales Manager

**Job Summary:** The Sales Representative is responsible for selling, account management, and customer service of all products to new and current customers that generate profit, and growth to meet company targets.

### **Job Duties and Responsibilities include the following:**

1. Establish and maintain long-term, ongoing customer relationships
2. Maintain trust and integrity between customers, management and supporting staff
3. Cultivate new industry contacts through networking and cold calls
4. Forecast anticipated sales, profitability, and growth for each account
5. Facilitate new customer on-boarding
6. Utilize Customer Relationship Management (CRM)
7. Provide information, quotes, credit terms, and other bid specifications to customers with timely follow up and CRM updates
8. Create part numbers and Engineering Change Notices (ECNs)
9. Create and maintain Work Order routers to ensure product complies with customer needs
10. Help resolve customer quality related issues
11. Manage projects including new customer product launches
12. Provide support to other sales team members
13. Travel to customers as needed
14. Other duties may be assigned that pertain to the classification

### **Qualifications:**

To perform this job successfully, an individual must be able to carry out 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.

### **Knowledge & Experience:**

- Excellent sales and negotiation skills
- Thorough understanding of products to be sold
- Excellent verbal and written communication skills
- Organized with attention to detail
- Good computer skills including experience working with Microsoft Office software
- Marketing and market planning knowledge, preferred
- In-depth knowledge of steel market industries, preferred

**Reasoning & Decision-Making Ability:**

- Initiating sales proposals to industry suppliers and users that comply with established guidelines and pricing policies
- Maintaining levels of sales to generate adequate revenue
- Maintaining up-to-date working knowledge of the industry products and services

**Physical Demands:**

While performing the duties of this job, talking, hearing, walking, standing, sitting, bending, stooping, twisting, and typing are required. Must have communicable range of hearing and normal sight with or without the use of aids. Office work environment with some plant floor exposure.