

JOB POSTING

April 28, 2008

Title: Sales Rep
Location: Chicago
Reports to: Northeast Area Manager

Responsibility:

Position is accountable for developing and achieving maximum, profitable sales volume for the divisions' products in an assigned territory as well as controlling expenses at or below budget.

Essential Job Functions:

1. Creating a demand for the products through the following activities:
 - Call on specifiers, architects, owners, developers, facility managers, builders, general contractors, applicators, and code officials
 - Establish and build long term relationships with the key buying and specifying influences
 - Minimum of 25 sales calls per week
 - Hold box lunch presentations with targeted specifiers on a regular basis- minimum of 24 per year
 - Provide specifiers with technical information, product knowledge application information, samples, literature, and sales aids to satisfy the needs of the projects to write better Sto specifications
 - Have a working knowledge of competitive companies and products, their strengths and weaknesses
2. Customers, Distributors & Applicators:
 - Build long-term and mutually beneficial relationships that will close business through both distributors and applicators
 - Utilize market knowledge and proprietary specification to develop loyalty and close orders. Contact or visit customers on a regular basis to provide job leads in order to close jobs. Review job bidding and handle other administrative tasks
 - Respond to all requests in a timely fashion
 - Ensure that each customers has an effective and on-going job follow-up process
 - Hold regular training sessions to cover areas such as new product installation methods, technical information, selling skills, etc.
 - Maintain an active profile for each customer in any given territory
 - Review with customer their performance against objectives, job-closing percentages, their performance in specific product categories on a quarterly basis
 - Insure 100% customer participation in all promotions and activities
 - On an annual basis develop and mutually agree upon a workable business plan. Review quarterly (minimum).
3. Administration:
 - Attend to all administrative tasks in a timely fashion. Examples: expenses reports, weekly sales call report, and CMD
 - Maintain accurate records regarding projects and specifying influences
 - Access voice mail systems three (3) times per day and respond promptly. Check e-mail two (2) – three (3) times per week.
 - Consult with area manager concerning all situations pertaining to any information within your territory
 - Operate within all established expense budgets
 - Keep management advised on all matters of specific business interests (market conditions, competitive situations)

Experience/Skills/Knowledge:

- 0-3 years in construction sales
- Presentation skills, negotiations, communication, computer, and people skills, construction technology

Education:

- Business degree is preferred or equivalent work experience.