

REPORTING RELATIONSHIP & FUNCTIONAL ROLE

This person reports functionally and administratively to the Director of Sales and Marketing. The Outside Sales Employee sells, designs, and solicits parts/components of industrial hydraulic, pneumatic, fluid purification and position-sensing equipment to include company repair services.

REQUIREMENTS & CONDITIONS

- **Education:** College degree preferred & Fluid Power Certification preferred.
- **Experience:** Industrial Sales experience required. 2+ years of outside hydraulic sales experience preferred.
- **Skills, Knowledge, Abilities:** Computer knowledge and can efficiently use in Microsoft Office products.
- **Character Traits:**
 - Team oriented and spirited
 - Dependable
 - Integrity
- **Physical Requirements:** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
- **Working Conditions/Environment:** Office Conditions and shop conditions (no central heat or air condition); some outdoor work required.

RESPONSIBILITIES AND JOB DUTIES

Responsibilities:

- Sell/Market (direct, phone or email) assigned accounts
- Expand new customer base
- Expand sales and products to existing customers
- Maintain & grow profit margins
- Follow up on Qualified Sales Leads
- Quote follow-ups
- Present contracted vendor products

Duties:

- Continue and improve product knowledge
- Research markets of expertise
- Maintain Fluid Power Specialist Certification
- Assist training of Inside Sales Personnel
- Joint sales calls with vendors.

Additional Duties:

- Write up customer repairs/service requests
- Provide and coordinate customer service in all areas
- Monitor Accounts Receivables and assist in resolution when needed
- Monitor repair/service schedules



- Maintain customer records
- Audit Inside Sales customer quotes and orders
- Identify all key contacts within each account
- Provide weekly sales call reports, expense reports and next week call schedules
- Monitor open orders and assist in resolution when needed.

Administrative/General:

- Assist in development, review, and maintenance of processes, procedures, and guidelines.

Reviewed and Accepted by:

Employee: _____ Date: _____

Manager: _____ Date: _____