

# Park Supply Company

<b>Job Title:</b>	Outside Sales Representative	<b>Department/Group:</b>	Sales
<b>Level/Salary Range:</b>	Salary	<b>Position Type:</b>	Full-Time
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Candidates work as ambassadors and are responsible for establishing and maintaining good relationships with customers based on their assigned territory. They must build trust and act as support for prospects, ensuring they lead to potential future sales.</p> <p><b>Key Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and customer service skills.</li> <li>• Excellent sales and negotiation skills.</li> <li>• Excellent organizational skills and attention to detail.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Ability to function well in a high-paced and at times stressful environment.</li> <li>• Always team focused</li> </ul> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Travel within sales territory to meet prospects and customers</li> <li>• Conduct calls and face-to-face meetings with customers daily</li> <li>• Builds and maintains a network of sources from which to identify new sales leads.</li> <li>• Ensures customer satisfaction through ongoing communication and relationship management; resolves any issues that may arise post-sale.</li> <li>• Maintain records of all sales leads and/or customer accounts</li> <li>• Educate customers on how products or services can benefit them financially and professionally</li> <li>• Sell the company's products or services to customers within your given territory</li> <li>• Monitor the company's industry competitors, new products, and market conditions to understand a customer's specific needs</li> <li>• Work closely with marketing department to help build the brand</li> <li>• Provide customer product and service needs by researching products via computer system, catalog, telephone, or other reference sources</li> <li>• Create concise sales orders, perform quality checks to ensure that orders are accurate.</li> <li>• Excel in customer service while presenting a friendly, positive attitude.</li> <li>• Maintains detailed reports of sales activities including calls, orders, sales, lost business, and any customer or vendor relationship problems.</li> <li>• Provides periodic territory sales forecasts.</li> <li>• All other reasonable duties as assigned by management.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>High school diploma, GED, or suitable equivalent.            1+ years' work experience in a similar role.            Excellent verbal communication skills.            Ability to work harmoniously with diverse range of people.            Proficient with using tools required for this position.            Proficient organizational skills.</p>			
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	