



# Position Description

<b>Job Title:</b> Sales Specialist	<b>Effective Date:</b> <i>(Date of hire or position change)</i>
<b>Department:</b> Sales	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
<b>Reports to:</b> Sales Manager	<b>Supervises:</b> None

**I. Key Accountabilities:** *(Identify results to be achieved or measures of success for this role).*

- Achieve and exceed revenue goal.
- Achieve and exceed gross margin goal..
- Develop and sustain key accounts.
- Sustain and grow current customer base.

**II. Summary of Position:** *(Provide a brief narrative, one or two sentences, that highlights the primary mission and key responsibilities of the job).*

Sell Concare projects, achieving revenue and profitability goals in Concare’s target markets and geography.

**III. Principal Duties:** *(State the essential functions of the job – those responsibilities that must be performed. Include regular day-to-day duties as well as duties that occur at irregular intervals but that are of a recurring and essential nature. Include leadership and managerial responsibilities, if applicable).*

- Identify and sell projects consistent with company’s sales process and goals.
  - Initiate activity to develop leads for new customers.
  - Make multiple sales calls daily.
  - Conduct introductory meetings with prospects.
  - Develop key account and target markets.
  - Consult with company’s resources to recommend solutions for Concare customers.
  - Evaluate and recommend new channel partners and marketing opportunities, and business expansion.
  - Identify, develop and track customers and key accounts utilizing company software.
  - Manage customer fulfillment and presentation meetings.
- Prompt development of proposals.
  - Conduct site inspections and field measurements.
  - Request credit checks, as needed.
  - Deliver project evaluation details and pictures within 24 hours.
  - Edit final descriptive components of proposals.
- Deliver proposal and obtain commitment of sale (i.e. acceptance of proposal, PO, contract)
- Review projects with field operations personnel
- Inspect site and conditions during installation.

- Secure approval and pricing for extra work items.
- Participate in weekly operations and sales meetings.
- Assist in collection of deposits and payments as needed.

**IV. Responsibilities:** *(State those responsibilities that must be maintained.)*

- Keep abreast of industry market trends and opportunities.
- Reinforce Concare's values and methods throughout the sales process.
- Maximize conversion rate of Concare leads.
- Maintain continuing education by obtaining industry training and certifications.

**V. Technical Requirements – Education, Areas of Knowledge and Experience:** *(List the minimum required education, prior experience, certifications and specialized areas of knowledge required to adequately perform the essential functions of the job).*

- 1-2 years demonstrated success in sales development, especially new customers.
- Working knowledge of computer applications, including MS Office.
- Owns automobile and possesses valid driver's license and state mandated insurance.
- Ability and willingness to travel overnight.
- Experience in industrial services or construction sales a plus.

**VI. Behavioral Requirements - Personal Skills and Competencies:** *(Identify any behavioral characteristics and attributes that would contribute to superior performance for this position, i.e. organization skills, communication skills, detail-orientation, analytical skills).*

- Driven by uncapped earning potential.
- Fiercely proud of the value you bring to customers.
- Possess the drive and motivation to achieve revenue and margin goals.
- Outstanding communicator.
- Values relationship building to enhance and sustain sales.
- Is resourceful.
- Works hard, does whatever it takes to exceed expectations.
- Respect Concare resources that support your success.

**VII. Customer Base:** *(Identify who the primary and secondary customers are for the position. This includes any person or group of people, internal or external, who rely on the work product of the position).*

- Prospective Concare customers.
- Key Concare Suppliers.
- Concare support staff and operations.
- Existing Concare customers.

**VIII. Working Conditions/Physical Requirements of the Job:** *(Indicate what the physical requirements are to complete the essential functions of the job, i.e. lifting, standing, etc. Also indicate any working conditions that may be out of the ordinary, i.e. travel, hours of work, exposure to noise, outside conditions, etc.).*

- Position requires the ability to drive to customer locations.
- This position requires business attire, “casual” dress is not acceptable.
- Ability to inspect multiple industrial/construction sites daily, including physical ability to climb ladders, navigate obstacles and comply with on-site safety requirements.
- This position requires a self-motivated time commitment, which will include early and/or late days, weekends and occasional holidays.

The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here.

### Approvals

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_