

SALES PERSON

POSITION SUMMARY

The Sales Representative is responsible for building relationships with individuals and companies in the community in order to sell the Floor Doctors's products and services and reach internal sales goals. This position will also contribute to developing and implementing sales strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Creating awareness and demand for the Floor Doctors products and services
- Identifying potential opportunities and effectively communicating benefits and opportunities available to meet needs and interests
- Maintaining communications with internal personnel to ensure efforts are in line with objectives
- Identifying prospective customers by using business directories, following leads from existing customers, participating in organizations and clubs, and attending trade shows and conferences
- Calling on prospective customers, providing technical and administrative product information and quoting appropriate customer prices
- Maintaining all quote documentation with accurate pricing and configurations
- Monitoring market conditions, product innovations, and competitors' products, prices, and sales
- Consulting with clients after sales installations to resolve problems and to provide ongoing support
- Performing other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Flooring Experience preferred but not required.
- Knowledge of various relationship sales techniques
- Demonstrated ability to build and maintain relationships
- Flexible, creative, and able to work in a non-structured developing work environment
- Demonstrated capacity to think "outside the box", communicate and motivate customers on the Floor Doctors's products, programs and new ideas
- Excellent oral/written communication skills, including well-developed presentation skills
- Excellent customer relationship skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other

job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The Floor Doctors is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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