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14425 James Road | Rogers, MN 55374 | Phone: 877-294-9314 | [www.bellproarch.com](http://www.bellproarch.com)

## **Sales Representative**

### **Summary**

This position focuses on using their knowledge of company products or services to connect with customers and generate sales. It includes developing sales pitches to sell products, and reaching out to sales leads and prospective customers, and maintaining documentation of sales calls.

### **Essential Functions**

1. Identify prospective customers, lead generation and conversion
2. Generate new customers, leads and serious opportunities as well as being a part of the final negotiations of jobs
3. Contact new and existing customers to discuss needs
4. Answer questions about the products
5. Develop and maintain positive communications with customers
6. Maintain contact lists and follow up with customers to continue relationships
7. Coordinate sales effort with team members and other departments
8. Answering customer questions about credit terms, products, prices, and availability
9. Prepare and submit sales contracts for orders (setting up job folder in system and when needed, conducting a hand off with Project Manager)

### **Competencies**

1. Organizational and time management Skills
2. Oral and written communication skills
3. Attention to detail
4. Ability to multi-task
5. Flexibility

### **Supervisory Responsibility**

This position has no supervisory responsibilities

### **Work Environment**

This role functions in an office setting, sitting at a desk and working on a computer for prolonged periods throughout the day. This position requires some travel to visit customers.

### **Physical Demands**

This position requires sitting in front of a computer for long periods of time.



**Position Type**

This is a fulltime position with a flexible schedule, working in office Monday – Thursday 8:00am-5:00pm, and Friday working remote  
This is a salaried position with commission potential

**Education and Experience Requirements**

2 years of experience in sales representative in construction industry, preferably in architectural metals and/or glass or glazing  
Exceptional understanding of sales and marketing  
Strong computer skills

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_