



## OUTSIDE SALES

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Sales Department	A. Guimond	N/A	HR	N/A	2020-01-08

Employee (print): \_\_\_\_\_ (signature)(X): \_\_\_\_\_

Manager (print): \_\_\_\_\_ (signature):(X) \_\_\_\_\_

### Job Summary

- Grow company sales each year.
- Directly promotes the sale of all products, items, or services to the customers
- Answers incoming phone calls and emails; communicates with customers on a timely basis; Utilize the Customer Relationship Management (CRM) system.

### General Responsibilities

- Communicate and coordinate with Marketing to help target customers effectively.
- Make outside sales calls; Attend trade shows; Make phone calls to promote products and services.
- Answer emails, phone calls, relating to sales orders
- Estimate costs for customers on all orders.
- Be present and prepared for sales meetings during business hours
- Communicate with art director and production coordinator regularly about schedule, order progress, and order revisions
- \*The company reserves the right to add or change duties at any time.

### Job Qualifications

- **Education:** Associates Degree in Business, Marketing, or a related field of study
- **Experience:** 2 years

### Skills

- Excellent verbal and written communication
- Service orientation
- Social perceptiveness
- Active listening
- Critical thinking
- Time management