Job Description – Outside Sales Representative

Position title		
Outside Sales Representative		
Employment status	FLSA status	Effective date
☐ Temporary ☒ Full-time ☒ Part-time	☒ Nonexempt ☐ Exempt	September 1, 2024

Position Summary

Outside Sales Representatives are members of the sales team who travel to businesses within their respective territories. They meet with business professionals in their office to present sales proposals, sell them services or address any questions or concerns the customer has.

They travel to both prospective and current customers' locations to check in on their experience with the service, provide a demonstration or answer any questions about services.

This role is responsible for using knowledge of company services to identify, connect and build successful relationships with customers to generate sales. Less than 20% of time will be spent on providing ongoing services onsite.

Essential Duties and Responsibilities

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

- Establishing, developing and maintaining positive business and customer relationships
- Presenting, promoting and selling services to existing and prospective customers
- Reaching out to potential customers through in-person/onsite cold calling
- Demonstrating services onsite
- Performing ongoing services onsite (less than 20% of time)
- Maintaining documentation of sales (invoices)
- Achieving agreed upon sales targets
- Ensure all new customer documentation is accurate and added into CRM/invoicing software
- Ensure customer-required information is requested from Company and received by the customer

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Demonstrable interpersonal communication skills for successfully contacting new and existing customers to discuss needs
- Able to identify prospective customers to convert to active customers
- Knowledgeable about Company's products – able to explain how Company's services solve customer problems and answer questions about services
- Able to negotiate prices and terms
- Able to maintain positive relationships with customers
- Able to accurately add/update information in and run reports through CRM/invoicing software

Physical Demands and Work Environment

Physical demands of the job include:

- Sitting while driving
- Bending, kneeling, leaning and light lifting when demonstrating or performing services
- Exposure to odor treatment chemicals