

**Job Title:** Sales Representative

**FLSA Status:** Exempt

**Department:** Sales & Contracts

**Date:** August 21, 2009

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**Position Summary:**

This position is responsible to the District Sales Manager for the direction, coordination and overall management of all sales functions. Employee will be required to interact with various departments within the company as well as outside sources to obtain information to prepare and submit quotes for customers. You must identify, plan and implement strategic personal objectives to ensure that you are working towards increasing sales within your region. Additional responsibilities include following up on quotes, interaction with the customers and vendors and the ability to see the transactions through to final resolution. Order Entry/Administration on Won proposals may be required as well. Various administrative duties will include but not be limited to filing, copying, faxing, and telephone duties.

**Position Requirements:**

**Education:** Associates Degree or a minimum of Five years experience as a Sales Representative.

**Experience:** A minimum of five years of successful Sales experience, preferably within the Critical Power industry.

**Skills:** Applicant must possess excellent oral and written communication skills. Intermediate up to advanced level of computer skills required. This should include but not be limited to Micro Soft Office, Excel, Power Point and Outlook. Understanding of File Maker System is a plus. Good math skills required. Must have the ability to work independently with minimal supervision.

**Typical Physical Demands:**

Normal work hours are Monday – Friday 8:00am – 5:00pm, position occasionally requires overtime. Applicant may be required to sit up to 8 hours a day with some walking, bending, and stooping involved. Position requires heavy computer related activities, must be able to type and read at computer station up to 8 hours a day.

**Working Conditions:**

Occasionally will be called upon to work overtime or odd schedules. Primarily works in a typical office setting.

This Job Description does not constitute a contract for employment

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