

Job Description

Outside Sales Representative



Job Location	Employment Type	Pay Scale	Work Schedule
On-Site or Remote	Full-Time / Salary	\$75,000 to \$95,000	Monday – Friday 8:00 am to 5:00 pm when in the office

Job Summary

An Outside Sales Representative is responsible for driving sales growth by actively seeking new business opportunities and building relationships with clients in their assigned territory. The Outside Sales Representative will conduct market research to identify potential customers, present our products and services, and negotiate contracts to close deals.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Duties/Responsibilities

- Actively seek out new clients and business opportunities through networking, cold calling, and attending industry events.
- Negotiate contracts and pricing with clients to secure profitable deals while ensuring customer satisfaction.
- Build and maintain strong relationships with existing clients to foster loyalty and encourage repeat business.
- Frequently travel to meet clients and prospects, attend trade shows, and conduct site visits.
- Stay updated on product knowledge, industry trends, and sales techniques through ongoing training and professional development.
- Document daily sales activities, update customer information in the database, and report outcomes to management.
- Address and resolve customer issues and concerns promptly to maintain satisfaction and improve retention rates.
- Perform other duties as assigned.

Required Skills/Abilities

- Work independently to manage schedule, prioritize leads, and meet sales targets.
- Collaborate with internal teams to discuss customer products and needs to ensure customer satisfaction.
- Proficient in Microsoft Office Suite, Excel, Access, and SQL database reporting function.

Education/Experience

- Bachelor's degree, or an associate's degree with 2 years of related work experience, or a high school degree (or equivalent) with 4 years of related work experience.

Physical Demands/Working Conditions

- Stand, sit, or walk for sustained periods of time occasionally.
- Use of finger dexterity, ability to grasp, and ability to differentiate size and shape with fingertips frequently.
- Frequent communication with others to exchange information either in person, over the phone, or over email.
- Frequent need for close visual acuity to prepare and analyze data and figures and view a computer terminal.
- Frequent operation of motor vehicles.

Benefits

- Bonus Pay in the form of commissions.
- Insurance (Medical, Vision, Dental, etc.) available after 60 days of employment.
- Paid holidays and 1-week Vacation time available after 90 days of employment.
- Traditional/Pre-Tax or Roth 401(k) options with company matching available after 90 days of employment.