

## Job Description

**Position:** Sales Representative-Entry Level & Internship

**Department:** Sales

**Branch:**

**Reports to:** Regional Sales Manager

**FLSA:**

**Job Summary:** The successful Sales Representative will become a partner with their customers to understand their business needs and goals. The successful Sales Representative will be strongly motivational, have the desire to succeed, pay close attention to detail and be excellent in the area of follow-up. The successful Sales Representative must have excellent organizational and communication skills. The successful Sales Representative will assist their customer in selecting the right product offerings, and help promote all BFG value-added services in all areas of their customers business.

### Essential Job Functions:

- Manage, develop and increase your assigned sales territory.
- Speak regularly with your assigned customers to stay current on their needs.
- Develop relationships with your customers by earning their trust over a period of time.
- Add value by searching for and finding matches between the goods and services that BFG offers with our customer needs by learning about each customer and having relevant BFG product knowledge.
- Function as a profitability consultant to your customers by offering suggestions to reduce costs and /or increase margin potential, growing space, etc.
- Help your customers keep up to date on territorial trends and market niches.
- Find the best deals for your customers by keeping up to date on vendor programs and communicating this information to your customer.
- Maintain your product knowledge by attending trials and meetings.
- Run your sales territory as efficiently as possible by:
  - Using time productively
  - Efficient planning
  - Making appointments
  - Setting goals
  - Understand why you lose an order and change strategy if necessary
  - Keep expenses as low as possible.
  - Keep plant credits as low as possible.
- Help marketing department plan, and attend trade show activities in your territory.
- Communicate with internal plant department as needed on orders, bookings and credits.
- Communicate and work with the hard good representatives in your territory to mutually increase sales in the Plant Connection and hard good departments.
- Communicate with the Credit Manager as necessary to minimize bad debt.

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- Visit your local branch on a regular basis.
- Spend time in the territory with customers(80% minimum) during early booking
- Spend time in the office to insure you are available for your customers during shipping season. Make outbound calls to insure customers are satisfied and obtain late order business.
- Comply to all BFG Policies
- Other projects as assigned.

### Education credentials and experience:

- Industry-related degree or pursuing industry related degree

### Knowledge, skills, and abilities required:

- Strong customer service mentality
- Strong organizational skills.
- Strong PC skills and ability to learn new software.
- Excellent Communication skills.
- General knowledge of product line.