**Job Title:** Sales Representative  
**Job Category:**  

<table>
<thead>
<tr>
<th>Department/Group:</th>
<th>Job Code/ Req#:</th>
<th>Location:</th>
<th>Travel Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Troy, MI</td>
<td>Daily</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level/Salary Range:</th>
<th>Position Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary +Commission</td>
<td>Account Manager</td>
</tr>
</tbody>
</table>

**HR Contact:** Michael Brown  
**Date posted:** 3-2-2012  
**Posting Expires:** 3-16-2012

**Applications Accepted By:**

**E-mail:** mbrown@totallawncareinc.com  
**Mail:**  
Michael Brown  
Production Manager, CLT  
Total Lawn Care Inc  
554 E Maple Rd  
Troy, MI, 48083

**Subject Line:** Sales  
**Attention:** Michael Brown

**Job Description**

**Job Purpose:**  
Serves customers by selling products and services; meeting customer needs.

**Duties:**

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.
Skills/Qualifications:

- Green industry experience a plus, MDA Commercial Applicator License, Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales, Organization

<table>
<thead>
<tr>
<th>Reviewed By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By:</td>
<td>Date:</td>
</tr>
<tr>
<td>Last Updated By:</td>
<td>Date/Time:</td>
</tr>
</tbody>
</table>