



Earle M. Jorgensen Company

Position: **Outside Sales Rep**
Reports to: **District General Sales Manager**

The Outside Sales Representative is responsible for selling non-fabricated steel to industrial establishments using knowledge of metallurgy and applications of various metals. Working as an Outside Sales Representative involves developing and increasing the customer base. This involves providing marketing information to customers and making in-person sales calls to established as well as potential customers. The Outside Sales Representative must meet variable sales quotas as assigned by the Outside Sales Manager.

Essential Job Duties

- 52%** The Outside Sales Representative is responsible for maintaining current customer base.
- 10%** The Outside Sales Representative is required to prospect for new business.
- 5%** This employee is responsible for new products and services introduction to customers.
- 3%** This Sales Representative provides market information to customers for products.
- 5%** The Outside Sales Representative is required to prepare, negotiate and administer contracts and formal quotes.
- 5%** This Sales representative is responsible for investigating customer complaints and problems.
- 1%** The Outside Sales Representative is required to maintain mailfile information.
- 1%** This employee is required to maintain company automobiles.
- 5%** The Outside Sales Representative must meet regularly with Inside Sales.
- 1%** The Outside Sales Representative is required to meet regularly with KR counterpart.
- 1%** The Outside Sales Representative is responsible for recording sales calls for quarterly review.
- 1%** The Outside Sales Representative is required to complete expense reports regularly as Designated by the Sales Manager.

12% The Outside Sales Representative is required to administer stock specials.

8% This employee is required to attend specialized training, specifically in product and sales skills.

Non-Essential Job Duties

The Outside Sales Representative may be required to maintain the work area.

The Outside Sales Representative may be required to fill in for Inside Sales Representatives when needed.

Fundamental Job Elements

Independent Decision Making is required occasionally in conjunction with handling customer complaints and prospecting for new business.

Concentration on job duties is Important; lack of concentration will result in problems in department or other areas.

Working within Precise Limits of Accuracy is necessary.

Interaction with General Public is required approximately 6 hours during a normal work shift.

Interaction with Supervisor is required daily.

Interaction with Co-Workers is critical to successfully completing job tasks.

Position requires approximately 5% of job duties to be Repetitive.

Position requires approximately 95% of job duties to be changed Frequently.

This position requires exposure to the outside elements frequently.

Approximately 85% of work shift is spent in performing essential job duties, and 15% of work shift is spent performing non-essential job duties.