



## OUTSIDES SALES REPRESENTATIVE

### CLASSIFICATION

Exempt

### REPORTS TO

VP of Sales

### SUMMARY/OBJECTIVE

Responsible for increasing sales in the specified region by increasing product placement and value in new and existing accounts.

### ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develops customer relationships, expands and grows the company business in the designated region
- Calls on regular prospective customers, to demonstrate products, solicit orders and provide service.
- Prepares and presents sales proposals, including price quotes, credit terms and delivery commitments.
- Assist customers with orders and pricing.
- Investigates and resolves customers service problems including delivery and pricing issues.
- Explains the product, negotiates price and quantity, answers questions and provides great customer service.
- Develop and maintain an awareness of market behavior and competitive trends and respond accordingly
- Secure and place orders taking into consideration delivery dates and inventory levels for fulfillment.

### WORK ENVIRONMENT

This job operates in a professional office environment.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is



occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full time, 40 hours per week position. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL**

This position requires up to 50% of travel.

**REQUIRED EDUCATION AND EXPERIENCE**

Bachelor's Degree in Business, Sales and Marketing or equivalent years of experience.  
5+ years of outside sales experience

**PREFERRED EDUCATION AND EXPERIENCE**

Sales experience with floral greens and/or flowers.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_