

Outside Sales Representative (Exempt)

Our Purpose

We help build better communities.

Be Courteous. Create a positive experience for customers, employees, suppliers, and communities.

Be the Guide. Help our customers, employees, and suppliers succeed through trust and partnership.

Be Ambitious. Seek innovative solutions and go the extra mile.

Be Accountable. Act with honesty and integrity.

Be Safe. Protect our customers, suppliers, and employees by cultivating a safety-first environment.

Role Statement

Outside based and accountable for transaction growth for assigned accounts and prospecting new customers. Manage the sales process for customers from end-to-end: manage assigned accounts, negotiate all deal phases, and manage the closing process.

Outcomes for Success

- Identify and develop potential customers and make effective sales presentations.
- Establish relationships with potential customers and assess their requirements to offer tailored solutions.
- Build and maintain strong relationships with existing customers, ensuring their needs are met and concerns are addressed promptly.
- Observe work in progress at construction sites to determine material needs.
- Consult with customers to determine functional and spatial requirements and prepare information regarding design, specifications, materials, equipment, estimated costs and building time.
- Prepare estimates and process all quotes, purchase orders, tickets, changes, invoices, etc. while following Quote Management Guidelines.
- Achieve greatest gross margin dollar potential on all sales.
- Assist with customer service problems, such as credits, refunds, returns and exchanges.
- Communicate and coordinate with yard, store, and office personnel to ensure execution of the sales order to provide an exceptional customer experience.
- Handle special orders and assignments.
- Assist credit department to ensure all credit requirements have been met.
- Communicate effectively with customers and internal team members.
- Maintain current customer base and increase wallet share.
- May perform other duties as assigned.

Core

Competencies

Core Competencies are measurable characteristics related to success in this role. The Core Competencies for this role are:

- [Action Oriented](#), [Conflict Management](#), [Informing](#), [Negotiating](#), [Perseverance](#)
- [Personal Learning](#), [Presentation Skills](#), [Self-Development](#), [Time Management](#)



- [Approachability](#), [Compassion](#), [Composure](#), [Customer Focus](#), [Ethics and Values](#)
- [Integrity and Trust](#), [Interpersonal Savvy](#), [Patience](#)

Qualifications

- Minimum education of High School or equivalent.
- Extensive knowledge with a minimum of 5 years' selling experience in the building materials industry; preferably with a manufacturer, independent sales representative, or distributor.
- Must be able to work as a team and communicate effectively.
- Must have knowledge of blueprint reading.
- Proficient with Microsoft Office tools and Point of Sale Programs.

Physical Requirements

- This is largely a sedentary role; however, some filing is required.
- This would require the ability to lift files, open filing cabinets, bending, or standing on a stool as necessary.
- Exerting up to 20 pounds of force occasionally
- Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.
- May require exerting up to 80 pounds of force seldom and/or up to 50 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

Seldom: 1-10% of the time	Occasional: 11-33% of the time	Frequent: 34-66% of the time	Constant: 67%+ of the time
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Organizational Disclaimer

Job descriptions are designed to outline primary duties, responsibilities, and qualification requirements, and should not limit additional duties and responsibilities assigned. It is our expectation that each employee offers his or her services wherever and whenever deemed necessary to ensure the success of the organization.

Equal Opportunity

As an Equal Opportunity/Affirmative Action Employer, TAL Holdings, Inc. does not discriminate based on race, color, sex, national origin or ancestry, religion, marital status, age, disability status, veteran status, or any other characteristic protected by applicable state or federal civil rights laws.

Pre-Employment Screening

This position is subject to a pre-employment criminal background check as well as a pre-employment drug test.