



JOB POSTING

Position Title: Outside Sales
Location: Mid/Northern Illinois Area
Start Date: January 2015
Respond To: HR Director
Closing Date: When filled

Position Summary:

Outside sales persons are the point of contact for customers of Belt Tech Industrial. Job duties include but are not limited to servicing and maintaining existing customers with all products and services. Contact customers to obtain PO numbers and regarding past due invoices when necessary. Outside Sales persons may also be called upon to perform field service work on an as needed basis. Outside Sales Representatives are required to work a minimum of 40 hours per week, although hours vary and could be exceeding 60hrs periodically. Pay is based on salary plus commission and each sales person will report to his/her branch manager.

Essential Duties and Responsibilities:

- Perform professional presentations or demonstrations of company product(s)/service(s) while on-site.
- Penetrate all targeted accounts and radiate sales from within client base.
- Emphasize product/service features and benefits, quote prices, discuss credit terms, and prepare sales order forms and/or reports.
- Generate and develop new customer accounts to increase revenue, by cold-calling if necessary
- Always maintain professionalism, tact, diplomacy, and sensitivity to portray the company in a positive manner.
- Actively manage call schedule to adequately cover assigned territory in time-efficient manner.
- Maintain accurate records, including sales call reports, expense reimbursement forms, billing invoices, and other documentation.
- Must be self-motivated and able to work independently to meet or exceed goals.

Qualifications:

- Legally eligible to work in the United States.
- Good Driving record.
- Must successfully complete pre-employment testing.
- High school diploma or equivalent.