

Position Objective and Responsibilities

Job Title: Sales

Reports To: _____ in the
_____ department.

Position Objective

This position is responsible for lead generation and sales of outdoor power equipment to both retail and external customers, while providing excellent customer service and maximizing profits.

Position Responsibilities

Meeting sales goals, obtaining new accounts and maintaining a professional image. Continuously promote and sell products and services to existing and potential new customers. Sales representatives sell products and services to business owners, hospitals, schools, construction companies, landscape companies, golf courses, and any other institutions where outdoor power equipment is used. In a highly competitive marketplace, a sales rep must establish relationships with clients to build repeat business. Sales reps call on both existing clients and potential customers. Sales reps discuss product features and benefits with customers; prepare bids for jobs; and negotiate prices. They may perform merchandising functions, including building displays and placing promotional signs on shelves.

Main Duties

1. Servicing existing customer accounts with exceptional customer service
2. Developing potential and new customer accounts
3. Handling customer questions, complaints and concerns
4. Assisting customers with purchasing questions
5. Traveling to meet customers, to job sites and to other business functions
6. Perform other duties as assigned by management
7. Uses dealership equipment and resources safely and proficiently.
8. Wear a clean uniform and be neat.
9. Arrange showroom for best product display
10. Control showroom inventory to ensure maximum sales and customer satisfaction
11. Should be knowledgeable in merchandising
12. Attach price tags to all merchandise and ensure price accuracy
13. Attend training as prescribed by management to maintain proficiency

Inform Supervisor of Outstanding Conditions

1. Inform your supervisor of potential problems or potential new business opportunities directly or indirectly related to your department

Requirements

Knowledge of manufacturer sales program preferred but not required
Excellent customer service skills
Ability to speak effectively one on one
Ability to effectively listen
Ability to interpret customer needs
Basic computer skills
High School Diploma or GED Equivalent
Good organizational skills
Effective time management and planning skills

Safety and Maintenance

The noise level in the work environment is usually loud
You are frequently required to bend, stoop, crouch, reach, handle tools and lift in excess of 80lbs. of material
Requires the ability to balance and push heavy mowers

Treat all employees and customers fairly, courteously and with dignity
Maintain positive relationships with customers, other employees and owners
Be early, flexible and available for scheduling
Maintain up to date technical training
Focus on Quality & Service
Be neat and clean
Wear uniform and name badge every day
Demonstrate an interest in growing the business

Frequently works near moving mechanical parts
Is potentially exposed to battery acid, gasoline, chemical cleaning material or other toxic materials commonly found in motor vehicle service departments, some of which may be considered health hazards
Occasionally, exposed to exhaust fumes or other airborne particles

Other Duties

The parts counter help will uphold company policies, perform other duties as assigned by management.