

Position Title: Outside Sales Mid-Atlantic	Department: Sales	Reports To: Regional Manager
Level: Entry	FLSA Status: Salary	Supervisory Requirements: N/A
Position Summary: The Outside Sales position is to extend the reach of our knowledge base: teaching customers to expect more from BPE than the competition, including our technical expertise. This role works to identify opportunities for our product offerings and help customers work through application challenges while continually identifying new opportunities (customers, markets, etc.).		
Essential Functions: • Use IFS CRM to quote, track, contact and discuss all opportunities and activities for customers. • Embrace and demonstrate the Action Selling Format of Professional Sales • Continually build upon existing customer relationships. • Support customers through needs analysis by addressing problems, application issues, questions or concerns in a timely and professional manner. • Understand and promote the unique value Burt Process brings as an organization • Assess, profile and qualify leads, prospects and accounts, taking effort to maximize account potential and drive strategic alignment • Utilize pre-call planning techniques to maximize face time with multiple customers on travel days. • Collaborate and communicate with preferred vendors to arrange quality joint sales calls for their product lines and to maintain positive relationships. • Proactively follow up on quotations • Implement effective pricing strategies that allow the organization to remain competitive and maximize profitability. • Clearly negotiate and define the terms and conditions of large sales. • Maintain sales budgets and work to achieve predetermined sales goals within a given territory while supporting the overall sales team. • Work in conjunction with technical support and inside teams on quotations • Maintain competitive product offerings while identifying the best solutions for customers. • Efficiently navigate and understand resources including vendor manuals and technical specifications		
Knowledge & Skills: • Relationship building • Consistent follow through and personal accountability • Strong negotiation skills • Strong analytical, logical thinking, problem solving, and communication skills (written and verbal) • Detail-oriented, prominent organization (time management and multitasking) • Leadership • Strategic Thinking and Sales Planning • Presentation Skills • Market Knowledge • Team-oriented (Able to receive and react to manager's and team's needs and expectations) • Multi-tasking • Prioritizing • Self-directed		
Minimum Qualifications: • Minimum of a Bachelor's Degree from an accredited institution. • 1-2 years of experience in equipment sales • Preferably completed a formal sales process training program • Familiar with Microsoft package (Outlook, Word, Excel, PowerPoint, etc.)		
Physical Requirements: • Must be able to lift 10 lbs. unaided • Must be able to sit for long periods of time • Must be able to type, bend and reach • Must be able to drive long distances • Must be able to travel at least 60% of the time		
Environment: • Typical professional, office setting. Must be able to work from home.		

- Exposure to industrial conditions when visiting customers and touring their facilities.
- Must be able to handle varying levels of stress.
- Routinely use standard office equipment such as computers, phones, copiers, printers, fax machines etc.

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

Employee Signature: _____

Employee Name (Printed) _____ Date _____

Manager Signature: _____

Manager Name _____ Date _____