



## **Alexandria West**

Position - Outside Sales Representative – British Columbia

### **Job Summary**

Sell products to new and current customers, prospect and generate new business, cold call on new accounts to generate sales, build relationships and educate customers on new products and product lines. The hours and level of responsibility may vary by geographical location or product line. This position will report to the Sales Manager.

### **Responsibilities And Essential Functions:**

- Complete prospecting activities to establish first and follow up appointments with customer decision makers through cold calls, lead generation, referrals, networking.
- Must maintain a current customer base.
- Prepare and deliver sales proposals/presentations and follow up with key decision makers.
- Educate current customers on new products and product lines.
- Determine new customer needs and propose appropriate level of product sales.
- Interact with existing and new customers to increase sales of product.
- Identify and resolve any customer issues and problems.
- Travel to customers and trade shows to present products.
- May assist Corporate Accounting with collection of payment.
- Responsible for company vehicle maintenance and maintaining a professional presentation.
- Other duties, as assigned and requested by Management

### **Required Cognitive And Psychological Characteristics:**

- Must be self-motivated and able to work independently to meet or exceed goals.
- Ability to learn skills quickly with a mature and service-oriented attitude.
- Must be computer literate, Microsoft Word, Excel, and Outlook.
- Attention to detail and ability to manage multiple tasks.

### **Required Credentials:**

- Three to five years of outside sales (business-to-business) experience, with lumber and/or building supply industry preferred.
- A bachelor's degree or any similar combination of education and experience.
- Excellent communication skills including a service-oriented telephone manner.
- Must possess good business presentation, selling principles, negotiation and closing skills.
- Self-starter, pro-active, and the ability to take initiative.
- Must have basic math and analytical skills.

**Contact:** [jobs@alexmo.com](mailto:jobs@alexmo.com)