

Bullseye Glass Co.

Job Description

Department: Sales Department

Position: **Sales Representative**

Lines of Responsibility

Reports to: Sales Supervisor; Sales Manager
Supervises: N/A

Essential Functions

Solicit orders from customers and potential customers.
Prepare correspondence for current and potential customers.
Enter customer information into database.
Record customer communications.
Prepare orders from customers.
Prepare correspondence dealing with freight forwarders.
Arrange for freight shipments.

Other Functions

Attend trade shows on occasion.
Pull curious grade glass when ordered.

Requisites (Experience, Education, Training, Skills)

College degree (or 3 years equivalent sales experience).
Two years sales and customer service experience.
Computer competency including: Word, Excel, Access and Outlook
Good eye for color and numbers.
Accuracy a must.

Physical requirements / Use of Senses

Sitting: Frequently. To accomplish necessary desk work.
Standing/walking: Occasionally. To move throughout employee work areas and to check glass orders prior to shipping.
Lifting/carrying: Occasionally. To work with reports. To check sheet glass before the order is shipped. Typical weight between 7 and 8 lbs.
Handling/grasping: Frequently. To use various internal and externally supplied documentation. To pull curious grade glass.
Speaking/hearing: Frequently. To speak with employees, supervisors and customers, as well as with outside agencies. Must be able to communicate on the telephone.
Finger dexterity: Frequently. To work with computer.
Near vision: Frequently. For reading reports and for computer entry.
Far vision: Occasionally. For maneuvering about the facility.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees, and outside agencies.
Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and time management to complete documentation required to ship sales orders.
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.
Critical judgment: Frequently. May need to identify problems or assess situations quickly and be able to determine needed action.
Positive attitude: Continually. Essential while working in an environment with time stressors and externally created problems.

Operation of Equipment / Tools

Computer: Frequently. For entry and calculation of most data and information.
Photocopier: Occasionally. To make copies of information.

Telephone: Frequently: To communicate with customers and outside agencies.
Writing instruments: Frequently. To facilitate communication and recordkeeping.