

Job Description

Job Title: Distributor or Contractor Sales

Department: Outside Sales

Supervisor: Jim Borrelli

FLSA Status: Exempt

Prepared By: Jennifer Corona

Prepared Date:

Approved By:

Approved Date:

Summary: Sell commercial and commodity lighting and controls to distribution and contractors

Essential Duties and Responsibilities include the following:

- Think – utilize individual and team based problem solving
- Work with Distributors and contractors to place our manufacturers' products on projects, and into stock
- Know and understand our products to recommend stock items and for discretionary projects
- Know and understand electrical code for sales territory
- Maintain relationships with customers and build strong loyalty with our company and manufacturers
- Provide clear, concise, and complete information for customer on all aspects of their projects and our products
- Know and understand our controls lines
- Build itineraries for, and provide effective sales visits for MFG visits
- Work with technical support, quotes team, and project managers to ensure proper products are on our projects, and work as liaison with inside departments to our specifiers.
- Travel to factories, take customers for training to factories, build good relationships with our factories' personnel
- Other duties as required

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies: Read, write, and speak fluent English. Excellent written and verbal communication. Ability to follow directions.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duties listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions for all duties noted above and expectations noted below.

Education: BA preferred or equivalent work experience, proven successful sales history, minimum of 5 years.

Job Knowledge - Competent in required job skills and industry knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses

resources effectively.

Reasoning Ability: Must be able to make sense of standard, industry specific terminology, read and understand communications from vendors, manufacturers, and customers.

Computer Skills: Core basics for PC's, Office Suite, Outlook, aptitude for additional software programs.

Physical Demands: Sit for up to 2 hours continuously, lift up to 50 lbs., look at computer screen for up to 2 hours continuously.

Work Environment: The work environment at SeaTac Lighting & Controls is fast-paced and demanding. Employees are expected to treat all co-workers with respect and courtesy at all times. All employees are responsible for maintaining a clean and presentable work space, and adhering to company dress code. All employees are expected to be on time for their shift.