

## Job Description

**Job Title:** Distributor & Contractor Sales

**Department:** Outside Sales

**FLSA Status:** Exempt

**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 contractors to train them in our product
- Know and understand our products to recommend
- Work with team on progress of calls
- 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
- Build itineraries for, and provide effective sales visits for MFG visits  
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, Entry level position

**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; use 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.