
Job Identification

Job Title: Sales Representative – Concord
Division: Bailey Metal Products Limited
Department: Sales
Reports to: Ontario Sales Manager

Job Purpose Summary

The Sales Representative is responsible for selling products through the achievement of opportunity-based sales. The Sales Representative will reach his or her business targets through effective management of designated territories and physical visits to customer sites. This individual will also develop ongoing, profitable relationships with customers and continually maintain a professional image of the company. Integrity, passion, and in-person presentational skills are essential for this role.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Maintain and foster relationships with customers and their individual locations ensuring the customer's needs are being met.
- Create account targets and develop strategies to convert non-supporting customers into clients.
- Emphasize product features and benefits, quote prices, discuss credit terms, and prepare sales order forms and/or reports.
- Build and foster a network of referrals to create new opportunities for revenue growth.
- Generate and develop new customer accounts to increase revenue, by cold-calling if necessary.
- Analyze marketing data using applicable sales management software tools to maximize sales efficiency and effectiveness.
- Assist in monitoring competitive activity, conduct market research, and prepare information reports that quantify market share and changing competitive strategy.
- Represent company and perform professional presentations or demonstrations of company products at professional shows and trade exhibitions.
- Take part in customer tradeshow, open houses and social events.
- Participate in the company's quarterly inventory count.
- Understands and adheres to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to all employees.
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Always conduct oneself in a professional manner that reflects integrity, sensitivity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Other responsibilities and accountabilities as assigned by the Ontario Sales Manager.

Qualifications

- 3 - 5 years relevant sales experience within the Building Materials industry
- Valid "G" level driver's license with clean drivers abstract.
- Diploma or degree preferably in marketing, business, or related field.
- Proficient with Microsoft Office applications including Outlook, PowerPoint, Word and Excel.
- Excellent verbal and written communication skills. Bilingual (French & English) is an asset.
- Able to travel to, attend, and conduct presentations in a professional manner.
- Strategic thinking and planning.
- Highly organized, self-motivated and able to contribute in a team environment.
- Technical aptitude desired

Work Conditions

- Frequent travel is required, often up to several hours of driving per day.
- 2-5 overnight trips on a monthly basis is not uncommon
- Overtime as required.