

VALUE PLUS FLOORING

Job Description

JOB TITLE: **Outside Sales and Account Manager**

Key Responsibilities included but not limited to: Represent Value Plus Flooring in the area of Sales. Gain new customers through both incoming leads and self-initiation, to develop flooring sales opportunities. Plan, Design and Estimate material options needed for projects that fits within client's cost requirements.

Key Technical Skills include but not limited to:

- Work 70% or more in the field, calling on Clients/Accounts. Minimal time physically spent at the Value Plus Flooring site.
- Learn and understand products and services
- Educate customers of services and products to determine the best flooring options for projects
- Visit clients regularly to ensure superior service
- Management of accounts aging receivables; including the collection, notification if pre-lien or mechanic's lien needs to be put in place under company's requirements.
- Show products, using samples or catalog, and emphasizes salable features.
- Quote prices, terms and prepare sales contracts for orders.
- Ensure job margins are within profitable parameters
- Estimate date of delivery to customer, based on knowledge of Value Plus Floorings' production and delivery schedules.
- Work with your assigned inside support staff (Expeditor) to keep new and existing account contact information and installation staff current in data base.
- Ensure Expeditors have client's current pricing and product selection at all times.
- Develops and maintains relationships with manufacture representatives.
- Investigates and resolves customer problems with product, installation, or deliveries within a timely manner and customer satisfaction.
- Current Valid Driver's License and Auto Insurance required
- Observe safety procedures to prevent injury to self and others.
- Floor Covering knowledge
- Measure and layout knowledge
- Carry out other duties, as assigned

Other Skills needed include but not limited to:

- Able to communicate effectively with Clients, Internal Staff and Subcontractors
- Effective Presentation and Professional Skills
- Represent Value Plus Flooring in a Positive Manner
- Reliable
- Motivated
- Creative
- Organized
- Able to multi-task
- Upbeat and Friendly