

POSITION DESCRIPTION
Basalite Concrete Products, ULC
Surrey, BC

POSITION TITLE:	Outside Sales Representative-Retail	FLSA TYPE:	Exempt
REPORTS TO:	Sales Manager	UPDATED:	January 4,2021

POSITION SUMMARY: Under the guidance of the Sales Manager, this position is responsible for the sales of Dry Mix products including Sakrete Concrete products, SRW, Pavers and Slabs, CMU, and other related products primarily to Big Box Stores and Independent dealers throughout BC. Performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Services Big Box retailers and Regional Chains with an emphasis on product knowledge training to store associates and customers.
- Organize literature, brochures and other necessary marketing collateral at store locations.
- Attend and participate in Open Houses & Contractor Events.
- Develop and execute territory action plans to ensure successful results.
- Monitor and recommend display updates as necessary.
- Participate in Trade and Home show events.
- Delivers samples to customers.
- Informs customers of new products and assists in marketing.
- Performs required paperwork and maintains weekly/monthly call reports.
- Attends safety meetings and abides by all safety rules set forth by company and governmental regulatory agencies; ensures that hazardous conditions are reported and corrected.
- Perform all other duties and responsibilities assigned from time to time by management, or its designated representative.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- An enthusiastic, energetic, self-starter with a commanding presence and strong customer relationship building skills.
- High school education or with sales /marketing with college level courses preferred.
- Two years sales experience.
- Salesforce knowledge is an asset.
- Excellent communication skills both verbally and orally, along with the ability to learn. Presentation skills demonstrating our brand to persons and groups.
- An organized individual with good listening skills.
- Understands Channel distribution and able to sell multiple product lines.
- Solid time management skills with continuing adherence to efficiencies and productivity
- Requires strong written and oral communication, mathematical and problem-solving skills.
- Must have strong computer skills, especially in Excel, Word and Outlook. SAP experience an asset. Social media skills an asset.
- Valid driver's license.

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PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing, walking, sitting, talking/listening, reaching with hands and arms.
- Lifting up to 80 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Office Environment; outdoor weather conditions;
- Indoor warehouse;
- Construction Sites; loud noises; diversity conditions
- Travel; car and air travel