



# Job Description Bus Sales

Issue Date : 10/23/2014  
Revision # : 0  
Last Revised : n/a

**Job Title:** Bus Sales Person Full Time Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
Human Resources Manager	10/23/2014	Sales Manager	10/23/2014	HR Director	10/23/2014

**Supervisory:** No  
**Reports To:** Sales Manager

### Description:

Serves customers by selling products; meeting customer needs. Achieves maximum sales profitability, growth and account penetration within an assigned territory and/or market segment by effectively selling the company's products and/or related services. Personally contacts and secures new business accounts/customers.

### Duties:

- Establishes, develops and maintains business relationships with current customers and prospective customers in the assigned territory/market segment to generate new business for the organization's products/services.
- Makes telephone calls and in-person visits and presentations to existing and prospective customers.
- Researches sources for developing prospective customers and for information to determine their potential.
- Develops clear and effective written proposals/quotations for current and prospective customers.
- Expedites the resolution of customer problems and complaints.
- Coordinates sales effort with marketing, sales management, accounting, logistics and technical service groups.
- Analyzes the territory/market's potential and determines the value of existing and prospective customers value to the organization.
- Creates and manages a customer value plan for existing customers highlighting profile, share and value opportunities.
- Identifies advantages and compares organization's products/services.
- Plans and organizes personal sales strategy by maximizing the Return on Time Investment for the territory/segment.
- Supplies management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keeps abreast of product applications, technical services, market conditions, competitive activities, advertising and promotional trends through the reading of pertinent literature and consulting with marketing and technical service areas.
- Participates in trade shows and conventions.

### Education/Experience Required:

- Must possess 2-3 years of experience in sales. Industry experience a plus.
- Demonstrated aptitude for problem-solving; ability to determine solutions for customers.
- Must be results-orientated and able to work both independently and within a team environment.
- Must possess excellent verbal and written communication skills.
- Proficiency in using Microsoft Office Suite applications and contact management software.
- Valid driver's license.