



Job Description

Updated 6/2/04

Job Title: Commercial Salesperson

Summary

A Commercial Salesperson should strive to provide great customer service by providing quality solutions for the business needs of commercial customers. The Commercial Salesperson must work effectively with customers and other store associates.

Essential Duties and Responsibilities, Include but are not limited to

- A. Presenting a consistent, pleasant, customer service-oriented image to customers.
- B. Performing all contract bids and maintain commercial accounts.
- C. Having the technical expertise to properly answer customer questions.
- D. Meeting sales and gross margin goals.
- E. Producing material lists from blueprints.
- F. Producing competitive bids from material lists.
- G. Contacting prospective customers to obtain additional business for the store
- H. Assisting contractors with they visit the store
- I. Opening new commercial accounts in the computer system.
- J. Handling all commercial sales customers, cash, kr, or the sales for other commercial salespersons.
- K. Providing great customer service to exceed a customer's expectations.
- L. Working with other associates in order to complete tasks and achieve budgeted goals.
- M. Ability to maintain a positive customer service attitude when dealing with customers.
- N. Making collections for C.O.D. deliveries.
- O. Cleaning her/his assigned areas.
- P. Other functions as assigned by her/his supervisor.

Qualifications:

Must have good oral/written communication skills in order to effectively interact with customers, vendors, and other associates in person and on the telephone. Must be customer service-oriented and team-oriented. Must have good organizational skills. Must be able to effectively manage multiple tasks simultaneously. Must have a valid driver's license. Must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 80 lbs., handle large odd shaped items, and stock items in overhead areas. Must be able to accurately count and distinguish merchandise. Must be able to learn to use a computer to complete customer transactions. Must have building construction and product knowledge experience. Must be able to work a flexible schedule including weekends, evenings, and holidays.



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This job is a commission position with eligibility for gain-sharing on store performance. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and special consideration will be given to Marvin's candidates with experience.

Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.

I have read my job description and understand it.

Print Name

Signature

Date