



Quality Brand Printing

12120 Route 30, Norwin Towne Square

Irwin, PA 15642

724-864-1731 FAX: 724-864-0739

Job Description Outside Sales

Job Overview: The outside sales person is responsible for filling unsold manufacturing capacity through prospecting activities.

Authority: The position reports to the general manager.

- Responsibilities:**
- A. The outside sales person is responsible for prospecting.
 - Use the company prospecting system to identify appropriate prospects, conduct initial contact and followup activities, and secure initial sales appointments.
 - Sell products and services as directed by the general manager.
 - Maintain the company's prospecting list.
 - Prepare and present quotations and conduct appropriate follow up activities.
 - Effectively present and discuss products and services of the company to current and prospective customers in a way that conveys an image of quality, integrity and superior understanding of customer needs.
 - Manage telephone calls and e-mail communications professionally, efficiently and with good communication skills.
 - B. The outside sales person is responsible for communicating with others.
 - Attend the morning meeting
 - Communicate effectively with the general manager.
 - Prepare and archive all activity reports and sales call logs.
 - Maintain accurate call logs including date and time of all customer calls.
 - Support strategic sales plan and marketing strategies outlined by the sales manager and facilitate joint marketing calls when required.
 - C. The outside sales person is responsible for following company policies and procedures.
 - Comply with all OSHA safety requirements.
 - Follow systems and procedures outlined in company manuals.
 - Participate as a team member by supporting operations as required.



**Working
Conditions:**

The outside sales person's working environment includes

- Standing for periods of time
- Lifting of objects up to 50 lbs.
- Work area with fluorescent lighting and air conditioning
- Noise level that at times may be moderate to loud
- Exposure to ink and chemical fumes and airborne particles such as paper dust
- Exposure to inclement weather and traffic
- Fast-paced environment, subject to schedule and priority changes and short-notice activity

Other Duties:

The outside sales person may be assigned other duties as they become necessary and may be asked to assist with other functions that may be necessary to accomplish the company's goals.

Acknowledgment: <i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:

Acknowledgment: <i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:

Acknowledgment: <i>I have received a copy of this job description and I understand the requirements of the position.</i>	
Employee:	Date:
Production Manager:	Date:

