



## Job Description

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**Position:** Sales Representative  
**Reports To:** Regional Sales Manager - NPP  
**Division:** NPP Toronto, Canada  
**Department:** N/A  
**FLSA Status:** Exempt  
**Revision Date:** 01/18/12

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### **SUMMARY**

Responsible for all sales activities in assigned accounts or regions. Oversee quality and consistency of product and service delivery.

### **RESPONSIBILITIES**

- Present and sell company products and services to current and potential clients
- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made
- Follow up on new leads and referrals
- Identify sales prospects and contact these and other accounts
- Prepare presentations and proposals for new and existing accounts
- Develop and maintain current product knowledge by interacting with manufacturing plant
- Establish and maintain current client and potential client relationships
- Prepare documentation to activate new accounts as well as maintain customer relationships
- Manage account services through quality checks, documented communication, and other follow-up
- Identify and resolve client concerns
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals and expectations.
- Refresh and maintain territory analysis
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff
- Coordinate company staff to accomplish the work required to close sales
- Follow-up for collection of payment
- Other duties as assigned



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### **REQUIREMENTS**

- Highly effective communication skills – Oral, written and in team settings
- Ability to develop and deliver presentations
- Technical aptitude
- Self Starter
- Strong Interpersonal skills to build rapport with prospective and existing customers and internal staff
- Visibility requires maintaining a professional appearance and providing a positive company image to the public
- Work requires significant local travel, willingness to work a flexible schedule, and occasional overnight travel
- Minimum of 2 - 5 Years of industrial sales experience

### **EDUCATION**

- Bachelor's degree or equivalent