



**Job Title:** Sales Representative  
**Department:** Sales  
**Reports To:** VP of Operations

**SUMMARY:** This position will be involved in all aspects of the company's sales efforts with a focus on new customer development and sales for our contract manufacturing, engineering and machine shop services as well as new products. Sales Representative will be researching local potential customers, cold calling, corresponding via email as well as attending off site meetings as needed. Sales Representative can expect to manage customer expectations, problem solve with customers regarding their needs as well as administrative tasks required for sales.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Market research to generate new customers, qualifying potential customers and new market opportunities.
2. Build book of business by follow up on leads, cold calling for new customers, taking orders over the phone, scheduling customer visits.
3. Site visits to potential customers to generate new business, look for new opportunities and develop relationships.
4. Report sales progress to VP of Operations on an agreed upon schedule
5. Work with Operations staff to quote new business, communicate quotes to customers and follow up in a timely and professional manner.
6. Works with Customer Service to make sure files are established and maintained for customer data, competitive data, pricing data, customer orders and customer quotes.
7. Attend trade shows to sell services as well as to promote company capabilities.

**SUPERVISORY RESPONSIBILITIES:** No direct supervisory responsibilities

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Good communication skills, on the phone and in person.
2. Good negotiating and sales skills.
3. Ability to empathize with customers and follow through on commitments.
4. Attention to detail.
5. Good computer skills and a working knowledge of MS Office Suite
6. Mature and professional in appearance and performance.
7. A confident self starter that requires very little direction or assistance.

**EDUCATION and/or EXPERIENCE:**

1. Experience in sales or marketing or past experience is highly desirable.
2. Experience with research and finding new customers is highly desirable
3. At least 2 years of successful inside or outside sales experience is a plus.
4. Working knowledge of mechanical and electrical engineering as well as familiarity with machine shops is desirable.
5. Marketing experience a plus.

**PHYSICAL DEMANDS:** Must be able to sit for extended periods of time. Must have valid driver's license and be able to drive to customer sites. Otherwise there are no extraordinary physical requirements.

**WORK ENVIRONMENT:** The work environment at DepotStar is fast paced and considered typical of a small successful company driven by a hands-on entrepreneur. As such, when the situation requires it, all employees are expected to pitch in to do tasks that are not in their immediate scope of responsibility. When fully trained, approximately 50% of the time will be spent traveling to and from customer sites.