



## **Sales**

### **Job Summary**

The Salesperson is a critical position within Straight Line Metal Buildings. Sales is responsible for cultivating new leads, maintaining current customers, quote follow up and general market information. Sales is also responsible for evaluating bid specifications and drawings, providing accurate and competitive building quotes in a timely manner while following standard company practices and procedures. This is a hands on position; providing excellent customer service and precise quotes within commercial, industrial, conventional and hybrid projects.

### **Primary Attributes**

- Possess a strong attention to detail
- Ability to work independently or in a team atmosphere
- Possess strong written and verbal communications skills
- Self-motivated and possesses objective-based work philosophy
- Strong desire to meet or exceed company and department goals
- Willingness to work extra hours as required by business need
- Demonstrates the desire and initiative for personal and professional growth
- Strong Mechanical Aptitude

### **Skills and Qualifications**

Sales skills:

- Experience in prospecting and closing opportunities
- Time management

Computer skills:

- Experience with Metal Building Software (MBS) estimating program is preferred

Effective communication skills including:

- Listening and questioning
- Professionally communicate in both written and verbal form
- Clearly and efficiently documents information received

Basic math skills including but not limited to:

- Fractions
- Decimals
- Basic Geometry

Ability to read and understand architectural and structural drawings

Ability to interpret specifications and identify exclusions or qualifications as required

Comfortable with interpreting contractual language to clearly define the scope of work

**Expectations:**

- Thoroughly review rfqs including any drawings and specifications asking any follow up questions.
- Have complete understanding of the scope prepared for each proposal.
- Generate a Quotation/Contract Form that is complete and ready to send to the customer. The Quotation/Contract Form will include the entire scope of the material and services being provided by SLMB. Exclusions and qualifications to specific items not provided by SLMB are considered to be part of a completed Quotation/Contract.
- Review design changes and modify quote accordingly.
- Obtain subcontractor or vendor buy-outs as needed
- Provide all supporting documentation related to a signed contract
- Travel as needed within territory
- Jobsite visits
- Punctuality regarding reports, goals, attendance and other duties to be performed
- Self-motivated