



## **OUTSIDE SALES ACCOUNT EXECUTIVE**

**CORPORATE OFFICE**  
278 Mystic Ave., Suite 209  
Medford, MA 02155  
(781) 391-2070  
Fax (781) 391-3094  
www.generalinsulation.com

### **ESSENTIAL JOB FUNCTIONS:**

- Work under the direction of the General Manager and Regional Sales Manager (RSM).
- Maintain relationships and provide excellent customer service for both new and existing customers.
- Maintain superior product knowledge in all areas of GIC services and products.
- Establish and build new business relationships to meet or exceed branch growth expectations.
- Responsible for entertaining existing and prospective customers to enhance relationships.
- Responsible for meeting or exceeding predetermined monthly set quota.
- Provide product pricing, literature, safety data documentation, and all related materials to existing and prospective customers.
- Perform commercial and industrial construction jobsite sales calls and follow up using a job tracker system.
- Have the ability to read and understand architectural specifications.
- Create and conduct effective presentations and technical workshops.
- Maintain accurate records of all sales calls and prospecting activities.
- Responsible for consistent utilization of GIC's Customer Relationship Management software.
- Prepare an effective and inclusive weekly itinerary to be shared with perspective personnel.
- Responsible for follow up on all activity to include bids for entire designated territory.
- Required to spend one designated day per week at associated branch location for follow-up and planning.
- Must participate in a weekly summary meeting on the designated office day with GM's and submit a weekly recap to the RSM.
- Communicate pertinent sales and market information to GM's and other related personnel.
- Develop 90-day action plans each quarter and submit it to GM and RSM.
- Maintain knowledge of competitors and customers within assigned territory as well as updating war file.
- Maintain a positive working relationship with vendors.
- Maintain upkeep and maintenance of company property, vehicles, and or personal vehicle.
- Maintain accurate records and receipts of all expenses and submit approved expenses in a timely manner based on company, budget, and expense policy guidelines.
- Responsible for additional self- improvement, training, and continuing developmental education.
- Maintain safety mindset at all times including using PPE (boots, glasses, etc.) when prudent or necessary.

### **OTHER FUNCTIONS:**

- Performs additional functions (essential or otherwise), which may be assigned.

### **TYPICAL PHYSICAL DEMANDS:**

- Must have the ability to sit and work on computer for long periods of time. Must be able to lift, push and pull up to 40 pounds.

### **TYPICAL WORKING CONDITIONS:**

- Duties are performed typically both in an office and warehouse environment with extensive travel required within assigned territory
- Proper attire as defined under GIC standards must be adhered to.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent and preferably a Bachelor's Degree as well as two (2) years of outside business-to-business sales experience with a proven track record of success.
- Required proficiency while utilizing office equipment including personal computer to generate memos, reports, and other communications.
- Must possess excellent communication skills with customers, teammates, and employees at all levels of the company along with excellent organizational and negotiation skills.
- Must possess efficient time management and negotiation skills.

**SPECIAL REQUIREMENTS:**

- Must have a valid driver's license and be willing to work odd hours including evenings, weekends, and holidays. Occasional travel may be required.

**Employee Name (print)**

**Branch**

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**Employee Signature**

**Date**

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