Job Description

**Title:** Senior Salesperson

**Department:** Sales

**Supervisor:** Vice President

**JOB SUMMARY**

The Senior Salesperson represents N. H. Bragg with our customers needing technical or systems support. The Senior Salesperson must be seen by their customers as a competent and valued supplier of our products and services. The Senior Salesperson will effectively, profitably, and responsibly grow the market share of a company with over 150 years of history in our market area. The Salesperson will collaborate with colleagues to exchange information such as selling strategies and market information.

**ESSENTIAL FUNCTIONS**

- Maintain and grow existing business, at existing customers within a defined territory by:
  - Making regular, scheduled sales calls
  - Making joint calls with supplier salespeople in support of targeted business
  - Providing feedback to Inside Sales department for appropriate support
  - Providing feedback to Marketing and Purchasing departments to better meet customer needs
  - For all customers with purchases greater than $100K, make quarterly presentation to mid and senior customer management detailing prior quarter cost savings and upcoming quarter’s areas for improvement
- Work with Route Sales and Inside Sales as a team to assure consistency and continuity of service
- Identify, develop, and close new business with existing and new customers
- Participate in sales and product related professional development to support above functions
- Possess and continually update technical knowledge in specific product areas; act as company resource
- Provide technical and system support to “lock in” key customers
- Communicate to produce and make effective oral and written presentations to key decision makers
- Organize and manage time to independently establish priorities to coordinate and complete competing assignments within established timeframes and within the constraints of deadlines and interruptions
- Support company sales objectives with key supplier product
- Develop a territory budget regarding Sales, Margin, and Expenses
- Maintain accurate, organized, and current records of key customer information
- Provide intelligence back to the company of customer and competitor developments
- Resolve customer complaints or returns within company guidelines and in a timely manner
- Assist Finance department with account collection when necessary

**JOB QUALIFICATIONS AND SKILLS REQUIRED**

- High school diploma required. A college degree is helpful in demonstrating adequate analytical and communication skills to successfully accomplish required functions
- A tenacious and positive attitude toward selling and customer service
- Valid driver’s license with a driving record that is acceptable to our insurance carrier (Not “High Risk” or worse)
- Proven success employing a variety of sales techniques within the industries served by the company
- Proven ability to sell a systems approach of technical and non-technical product
- Product knowledge within a significant range of our offering is required
- Knowledge of basic accounting principles sufficient to understand and explain cost savings proposals, including ROI
- Familiarity with MS Office products
- Ability to plan activities and programs such as meetings or presentations
- Ability to work effectively as a member of a team and establish and maintain cooperative working relationships with employees, suppliers and customers
WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The Senior Salesperson will perform duties in a variety of environments. Frequent driving is required. Visits to customers will expose the incumbent to all types of weather conditions. The Senior Salesperson must be aware of each customer’s environment and adhere to the proper safety regulations since there will be occasional exposure to events such as excessive noise and moving machinery.

The Senior Salesperson must be able to read, comprehend, write, perform calculations, input accurately, reason, and analyze. The incumbent must communicate both orally and in writing.

There is frequent sitting and use of a keyboard. There will be occasion to walk, bend, squat, climb, and kneel. There is frequent handling of objects and lifting of up to 25 pounds. The position requires occasional pushing, pulling, and reaching. Occasional lifting of up to 50 pounds is required.

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.