

Schmidt Industrial Truck

2615 Mt. Pleasant Street
Racine, WI 53404

Job Description: Sales Representative

Position Summary:

The Sales Representative will maintain, acquire and retain broad based customer relationships with an emphasis on small to medium businesses.

Essential Job Function:

1. Reaching sales goals as set by management.
2. Develop customer base necessary to meet all sales forecasts and budgets.
3. Maintain high level of product and vendor knowledge.
4. Attend trade shows and association meetings required.
5. Prospecting for new business, preparing, presenting proposals and maintaining existing business relationships.
6. Serves as a point of contact for business customer issues.
7. Weekly reporting and updates of sales and progress.

Knowledge, Skills and abilities:

1. Positive attitude.
2. Strong interpersonal skills.
3. Ability to effectively manage time and prioritize multiple responsibilities.
4. Ability to deal with customers, vendors and all channels of distribution to assess and analyze situations.
5. Excellent verbal and written skills.
6. Self motivated and ability to excel with minimum supervision.
7. Knowledge of internet and data connectivity, products and services.
8. Good PC skills with Proficiency in Microsoft Word, Excel, outlook and PowerPoint.
9. Ability to work well with customers and co-workers in a team environment.
10. Ability to write and present effective proposals.

Minimum Qualifications:

1. Bachelor's Degree or equivalent experience desired.
2. One year outside sales, major account experience in a related industry desired.
3. Experience in data communications desired.

Requirement/Skills:

Applicant must have 1 + years of experience in selling equipment and systems to forklift fleet users. You must possess the following skills:

- Securing material handling orders from existing and potential customers by means of visiting the customer's facility and/or soliciting by mailers, internet and phone.
- Secure opportunities to quote on customer requirements for fleet management systems and safety products.
- Follow up (by phone or visit) on quotations submitted by customers.
- Establish professional customer/vendor relationships with appropriate customer personnel.
- Submits activity/call reports concerning customer related activities for quotes, orders and problems concerning customer/vendor relationships
- Performs all assigned duties in the sales territory, assigned by the Sales Manager.
- Must be a team player and goal oriented.
- Advanced knowledge in Microsoft Word, Excel, Power Point and Outlook
- Intermediate knowledge of the internet.

Salary/Compensation:

This position offers base salary & commission package.