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POSITION TITLE: WHOLESALE SALES REPRESENTATIVE

BASIC FUNCTIONS: The Wholesale Sales Representative represents Door Depot, its' products, services and expertise to commercial and residential customers in order to gain their business.

RESPONSIBILITIES: The Wholesale Sales Representative calls on a wide customer base from full service door dealers to lumber yards or other prospective clients.

- Identify prospective customers by using business directories, follow leads from existing clients, and attend trade shows and conferences
- Contact new and existing customers to discuss their needs and to explain how specific products and services can meet these needs
- Help customers select products based on the customers' needs, product specifications, and regulations
- Emphasize product features based on analyses of customers' needs and on technical knowledge of product capabilities and limitations
- Answer customers' questions about prices, availability, and product uses
- Negotiate prices and terms of sale and service agreements
- Prepare sales contracts and submit orders for processing
- Collaborate with colleagues to exchange information, such as selling strategies and marketing information
- Follow up with customers to make sure they are satisfied with their purchases and to answer any questions or concerns

In order to represent our product line and best serve the customer's need, the sales representative will have a good working knowledge of garage doors and related products, excellent communication skills and follow-up and will establish a relationship with manufacturer representatives and their customer service staff as a valuable resource partnership.

The sales representative will follow-up on leads called to the office, maintain an established customer list and make weekly "cold" calls to generate new accounts. Sales calls will include evaluating and proposing the sale of new products. Upon customer's acceptance of the product or service offered, the sales representative will write up a "work order" and related documents that will, with approval of the President, authorize the company purchasing staff to order the material (if required) or approve material for pick-up.

In today's competitive market, the Sales Representative must be able to understand and work with sales / profit margins and estimate work order cost to maximize profitability.

MEASURES OF PERFORMANCE: The Sales Representative receives a salary for a period of 90 days. After that period, the position is fully commissioned (no base salary) and commission paid is a percentage based on monthly sales and profitability.

Each sales representative has a sales budgets on a monthly and annual basis, and maintains profitability on jobs.

EMPLOYEE BENEFITS: As a commissioned employee, the position does not earn paid vacation, sick or holiday pay.

The position does qualify for all other employee benefits offered by the company, including participation in 401(k), health/dental insurance and company paid life and short term disability policies.

A company vehicle is provided for work-related travel. A valid driver's license and good driving record is required. Loss of driving privileges may result in termination of employment.