



JOB DESCRIPTION

JOB TITLE: Sales **EFFECTIVE DATE:** 6/4/15
REPORTS TO: Director of Sales **REVISION #** 0
FLSA STATUS: Exempt **PAGE #** 1 of 4

JOB SUMMARY: The Sales role is responsible for developing strategic relationships to drive sales opportunities to meet the organizational sales goals.

Key accountabilities in order of priority and with ideal time allocations are:

1. Builds and maintains strategic relationships with suppliers, architects, owners and construction companies to create a competitive advantage, for Hemm's in the market, and drives new business. (50%)
2. Accurately estimates material and labor with the intent of creating competitive advantage in order to maximize closure ratio. (20%)
3. Accurately processes turnover to project managers in a timely manner to allow for a smooth transition and successful project. (10%)

Note: Twenty percent of time is reserved for ancillary responsibilities, interruptions and unplanned activities.

ESSENTIAL JOB FUNCTIONS: The responsibilities listed are fundamental to the position and must be performed successfully to achieve the key performance objectives of the role. Other responsibilities may be assigned.

Interpersonal Responsibilities

1. Develops strong relationships with potential and current customers; entertains, participates in customer special events, identifies customer needs, changes within the business and key contacts in order to develop project opportunities as well as establish long-term, ongoing relationships.
2. Networks within the industry to identify partnership opportunities with architects, contractors and suppliers; facilitates partnerships by communicating Hemm's brand and value proposition.
3. Acts as a technical resource to architects to assist in developing project plans and specification for new buildings.

Operational Responsibilities

1. Hunts for new business opportunities to meet company sales goals. Key activities include cold calling, networking activities, participation in professional organizations, and attending trade shows and conferences.
2. Utilizes market intelligence to gain operational and company specific insights in order to develop sales strategies to further penetrate current construction customers; develops relationships with multiple project management teams to generate to new business opportunities and a competitive advantage.
3. Prepares cost estimates for identified projects and develops bidding strategies. Representative areas of responsibility include:
 - Coordinates with the Project Manager Assistants to obtain job specifications and requirements to develop the project take-off.
 - Solicits material pricing, from vendors, and determines required labor hours for job to accurately develop competitive project bid strategies and pricing.
 - Creates and submits estimates and related supporting documentation to customers and follows up to move open opportunities through the sales funnel and close new business.



JOB DESCRIPTION

JOB TITLE: Sales **EFFECTIVE DATE:** 6/4/15
REPORTS TO: Director of Sales **REVISION #** 0
FLSA STATUS: Exempt **PAGE #** 2 of 4

4. Works in conjunction with Project Managers to ensure the accuracy and feasibility of the project estimates.
5. Works with the project management team to seamlessly transition projects; completes all required internal documentation to ensure the customer's scope of work is clearly communicated and understood.
6. Facilitates and negotiates project buy-out process. Purchases all project related materials and tracks outstanding orders to ensure on-time delivery; issues and enters purchase orders and ensures vendor information is accurately documented.
7. Assists in assessing project performance to develop more accurate estimates; participates in project post-mortem reviews as necessary.

Organizational Responsibilities

1. Actively seeks out customer feedback and provides the management team with insight on trends, competitive intelligence and new business opportunities.

PERFORMANCE FACTORS: The performance factors described here are core abilities that translate into desired on-the-job behaviors which contribute to the employee successfully achieving the performance objectives of this job and carrying out the assigned responsibilities.

1. **Goal Achievement:** Establishes goals that are relevant, realistic and attainable; identifies and implements required plans and milestones to achieve specific business goals; initiates activity toward goals without necessary delay; stays on target to complete goals regardless of obstacles or adverse circumstances.
2. **Self-Management:** Independently pursues business objectives in an organized and efficient manner; prioritizes activities as necessary to meet job responsibilities; maintains required level of activity toward achieving goals without direct supervision; minimizes work flow disruptions and time wasters to complete high quality work within a specified time frame.
3. **Customer Focus:** Consistently places a high value on customers and all issues related to customer; objectively listens to, understands and represents customer feedback; anticipates customer needs and develops appropriate solutions; meets all promises and commitments made to customers.
4. **Flexibility:** Responds promptly to shifts in direction, priorities and schedules; demonstrates agility in accepting new ideas, approaches and/or methods; effective in juggling multiple priorities and tasks; modifies methods or strategies to fit changing circumstances; adapts personal style to work with different people; maintains productivity during transitions, even in the midst of chaos; embraces and/or champions change.
5. **Resiliency:** Continues toward goals in the face of difficulty and adversity; handles criticism and rejection from others with objectivity; recovers quickly from personal setbacks; moves past unforeseen obstacles without unnecessary delay.
6. **Creativity:** Notices unique patterns, variables, processes, systems or relationships; expresses non-traditional perspectives and/or novel approaches; synthesizes and/or simplifies data, ideas, models, processes or systems; challenges established theories, methods and/or protocols; encourages and promotes creativity and innovation; modifies existing concepts, methods, models, designs, processes, technologies and systems; develops and tests new theories to explain or resolve complex issues; applies unorthodox theories and/or methods; imagines new or revolutionary concepts, methods, models, designs, processes, technology, systems, products, services or industries.



JOB DESCRIPTION

JOB TITLE: Sales

EFFECTIVE DATE: 6/4/15

REPORTS TO: Director of Sales

REVISION # 0

FLSA STATUS: Exempt

PAGE # 4 of 4

4. **Language Development:** Ability to read technical manuals and reports, workplace rules and procedures; speak with poise and confidence, using correct English. Ability to communicate effectively with all levels of the organization.
5. **Licensures and Certifications:** N/A
6. **Education:** Bachelor's degree in any discipline required.