



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Outside Sales Representative – OEM(Original Equipment Manufacturer)

Pay Level: H

Exemption Status: Exempt

Department: Sales

Authorization: _____

Date: Aug 1, 2017

JOB SPECIFICATIONS

FACTOR

LEVEL

Education:

High School plus 2 years
Valid Driver’s License

Related Experience:

3 years

Supervision Given:

None

Supervision Received:

Vice President of Sales and Marketing

Job Summary:

The Outside Sales Representative is responsible for developing and improving the relationships with OEM customers and for generating sales to meet or exceed established sales goals in his/her assigned territory.

Essential Specific Job Duties:

1. Keeps abreast of changes, developments and new products in his/her area of responsibility and advises management of potential applicability.
2. Conducts special studies and analysis in his/her area of responsibility as directed.
3. Creates forecasts and projections of sales in his/her area of responsibility.
4. Develops, gains approval of and attains sales goals in his/her area of responsibility.
5. Develops plans and timetables for sales efforts.

Essential Specific Job Duties (Continued):

6. Maintains customer relationships by recruiting, qualifying, training and supporting OEM customers.
7. Maintains working relationships in the Power Gen and other OE industries to understand future trends and market needs.
8. Acts as “technical expert” as it relates to Power Gen and OEM products for company
9. Maintains ongoing, regular contact with customers to perpetuate the relationship and ascertain their future needs.
10. Maintains a thorough working knowledge of all Felling Trailers lines, their specifications, options and features.
11. Provides customers with technical support that is available.
12. Fields calls, e-mails, faxes from dealers and customers and responds to their questions in a timely fashion.
13. Prepares quotes and pricing for customers in a timely fashion.
14. Consults with Production and Engineering on the design and build of custom trailers.
15. Participates in trade shows as needed and provides input to management on the value of trade shows.
16. Provides input on marketing programs and efforts.
17. Participates in the reconciliation of warranty issues as needed.
18. Utilizes SalesPro software and performs edits to software as needed.
19. Completes all required documentation completely and in a timely fashion.

Essential Universal Job Duties:

18. Improves self in any way possible to enhance job performance.
19. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
20. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management’s attention.

21. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

Non-Essential Job Duties:

22. Performs related work as required, willingly and eagerly.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing			X		X	Extreme Heat 80 > degrees			X		X
Sitting				X	X	Temperature Changes			X		X
Lifting 0 – 30 lbs.		X			X	Noise > 80 decibels		X			X
Lifting 30 – 50 lbs.		X			X	Vibration	X				
Lifting 50+ lbs.	X					Heights	X				
Carrying 0-30 lbs.		X			X	Work Outdoors		X			X
Carrying 30-50 lbs.		X			X	Work with People				X	X
Carrying 50+ lbs.	X					Work around People				X	X
Pushing		X			X	Work alone			X		X
Pulling		X			X	Substance Exposure	N/A	S	O	R	EF
Grips/Grasps		X			X	Acids, Corrosives	X				
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching		X			X	Dust		X			X
Walking			X		X	Fumes	X				
Climbing	X					Mists	X				
Running	X					Gases	X				
Jumping	X					Chemicals	X				
Rapid Work Speed				X	X	Body Fluids	X				
Bending		X			X	Equipment	N/A	S	O	R	EF
Speaking Clearly				X	X	Motor Vehicles				X	X
Hearing Conversation				X	X	Hand Tools		X			X
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far				X	X	Lifts	X				
Depth Perception				X	X	AV Equipment		X			X
Color Perception	X					Personal Computer				X	X
Typing/keyboarding				X	X	Office Machines			X		X
Writing				X	X	Protective Clothing	N/A	S	O	R	EF
Filing				X	X	Facial Covering	X				
						Latex/Vinyl Gloves	X				
						Safety Glasses		X			X