

## HPM Building Supply

### Job Description

<b>Job title:</b>	Outside Sales Representative	<b>FLSA:</b>	Exempt
<b>Location:</b>	All locations	<b>Reports to:</b>	Sales/Branch Manager
<b>Department:</b>	Contractor Sales	<b>Last Updated:</b>	06/19/2019

### Job Summary

Think entrepreneur! HPM's Outside Sales (OSR) professionals are essentially running their own business. OSRs are the face of our pro-business, they are in the field visiting jobsites, in the office taking customer orders, prospecting new accounts, and answering all customer calls. This position requires deep building material knowledge along with the dedication to be a lifelong learner due to continual advances/product improvement in our industry. As an OSR you are also your customers advocate to HPM, pushing for 100% fulfillment and on time delivery.

### Essential Functions

- Develop RELATIONSHIPS with your accounts. Know how they operate and who they are outside of work. Visit jobsites.
- Advocate for your customers by communicating frequently our lead times and work with other departments to ensure we provide top of class performance.
- Follow up on outstanding quotes/sales orders to ensure customer's business is valued.
- Resolve customer issues in a timely manner.
- Educate your customers through updated and new product offerings that you attend company trainings on.
- Value your time, ensure you are getting paid for your exceptional service by keeping margins within established ranges.
- Achieve company assigned Sales and Margin Goals.
- Track permits for prospective business.
- Motivate inside sales team to manage non-essential functions to allow business growth outside the office.
- Ensure payments on account are received in a timely fashion. Work with accounting as issues come up.
- Other projects and responsibilities may be added at the company's discretion.

### Job Requirements and Qualifications

**Education and Training Requirements:** High School Diploma or equivalent. Continued training as required by HPM.

#### Knowledge and Ability Requirements:

- Must be able to lift up to 50 pounds, with or without a reasonable accommodation.
- Deep understanding of construction process and superior building material knowledge.

- Must be self-directed, able to manage own time and work independently with little supervision.
- Requires excellent written and verbal communication skills, including ability to follow-up and follow-through in a respectful manner.
- Requires ability to creatively problem solve and be resourceful in finding solutions.
- Ability to develop strong partnerships with co-owners and customers.
- Requires exceptional interpersonal skills and self-awareness.
- Ability to effectively use Microsoft office: Word, Excel and Outlook
- Ability to do Blueprint Estimating preferred.
- Ability to effectively use BisTrack, company's enterprise resource planning tool, is a plus.

**Experience Requirements:** Three years sales experience. 4-5 years' experience in the building materials industry

### **Other Information**

- Some travel required. Must have clean driving record with a valid driver's license.
- Open availability including weekends.
- Some work outside in various weather.
- Must be punctual and have impeccable attendance.
- Motivated to be successful in a challenging field.

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**Owner Signature**

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**Manager Signature**

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**Owner Name (please print)**

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**Manager Name (please print)**

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**Date**

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**Date**

*Note: We use the term "owner" instead of employee since we are 100% employee owned!*