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## **JOB DESCRIPTION**

**TITLE:** Sales Representative Trainee – Distributor & Contractor

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Sales Manager

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**Position Summary:** Responsible for gaining a comprehensive understanding of the different processes and systems of a lighting agent, specializing in distributor and contractor sales. Must develop team oriented skills with other SESCO employees and engage those learned skills through continued exposure in a trainee role. Must work well with all customers, manufacturers and other SESCO employees to provide exceptional support when and where necessary.

### **Position Responsibilities:**

- Excellent communication and presentation skills
- The ability to develop presentations to customers and present in a professional manner
- Regular use of quotations and estimating software in support of salespeople and requests
- Responsible for developing constructive and cooperative working relationships with customers, manufacturers, and outside sales people and maintaining them over time
- Developing technical lighting knowledge, including but not limited to products, systems and design.
- Estimating sizes, distance, and quantities; or determining time, costs, resources, or materials needed to perform a work activity
- Ensure quick and proper response to all reasonable customer requests
- Identify and secure new markets and adoption of new technologies within your territory
- Works with customers and factories on challenges and concerns to final resolution
- Travel to multiple offices and manufacturers to assist in increased lighting knowledge base
- Create/join a team of collaborators to drive teamwork, access and coordination through design, planning and construction of projects
- Analyze and make timely critical decisions displaying good judgment
- Other duties as assigned by Manager

### **Essential Skills:**

- Basic understanding of reading architectural and electrical plans.
- Use and understanding of AUTOCAD and REVIT is preferred but not required
- The ability to create engaging conversation with anyone
- Cognitive ability to learn and adapt
- Exhibits enthusiasm and understands the significance of relationships
- Demonstrated experience in B2B sales environment and achieving sales goals/growth

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- Must possess experience in project quotations
  - Knowledge of principles and processes for providing customer service; this includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
  - Must be computer literate and proficient in Word, Excel, Outlook, PowerPoint, and utilize internet search engines
  - Ability to read, analyze, and interpret technical journals, and financial reports
  - Ability to define problems, collect data, establish facts and draw valid conclusions
  - Must have reliable transportation, a valid driver license, and good driving record
  - Exhibits good judgment

I have read and understand this explanation and job description

Signature: \_\_\_\_\_ Date: \_\_\_\_\_