

## Job Description

<b>Position Title:</b>	Inside Sales Representative (Equipment/Contractor Sales)
<b>Department:</b>	Sales
<b>Reports to:</b>	Sales Manager
<b>FLSA Status:</b>	Non-Exempt – Fulltime – Hourly Rate, Plus Commission

**Job Summary:** The Inside Sales Representative is responsible for selling new equipment and extinguishers and cabinets to contractors. The position will focus on building customer relationships, bidding on new construction for fire extinguishers/cabinets, and handling customer call-ins looking to purchase pieces and parts. This position is an in-house position and will report to the Sales Manager.

**Essential Duties and Responsibilities:** *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- Develop expertise of fire protection equipment and services including portable fire extinguishers, emergency/exit lighting, and fire extinguisher cabinets.
- Exceed customer expectations by providing superior customer service.
- Must have basic sales knowledge and feel comfortable reaching out to customers daily.
- Must be able to research and locate open bids from general contractors.
- Obtain drawings and specifications to provide an accurate proposal to a General Contractor for a bid.
- Provide submittals and close-out documents for General Contractor's.
- Must be able to follow-up with distributors for pricing and shipping purposes.
- Reach out to new general contractors for potential bids.
- Must be able to quote Fire Extinguisher Training and Budgetary numbers for the Portable Department.
- Portable Department Deficiencies/Cases.
- Knowledge of local code requirements and NFPA 10.
- Attend weekly departmental meetings.
- Attend planning meetings – long range plan and development.

### Job Requirements:

- 1-2 years of Sales experience that includes: prospect development, contact scheduling, negotiating, closing the sale, etc.
- 1-2 years of customer service experience – doing what it takes to assist the customer.
- Ability to build customer relationships and provide outstanding customer service.
- Computer proficient.
- Must be highly organized and detail oriented.
- Must be self-motivated and success driven.
- Ability to work as a team player and dedicated to company profitability.
- Possess superior marketing and written/verbal communication skills.

**Work Environment/Physical Requirements:**

- Normal office environment and daylight office hours.
- Minimal Travel required.

**What we offer:**

- Medical, dental, and vision benefits following 30 days of employment.
- Paid PTO during your first year.
- 7 paid holidays.
- 401K plan with company-matched funds.
- Company-paid life insurance, long term disability insurance.
- Option to purchase supplemental benefits.
- Referral program.

**For consideration:** Please click on the link below to complete our employment application and click on **Apply Now**.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=101639&clientkey=B3461F1775AA9797B783C3E205FB6330&jpt=665e2b2265a2c95ef170aabbcb637657b>

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