



# JIT Toyota-Lift

JAMESTOWN INDUSTRIAL TRUCKS

<b>POSITION TITLE:</b> Equipment Sales Representative	
<b>DEPARTMENT:</b>	<b>REPORTS TO:</b> Sales Manager
<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<b>EMPLOYMENT STATUS:</b> <input type="checkbox"/> FT <input type="checkbox"/> PT
<b>MISSION STATEMENT</b>	<p>We desire to be a key factor contributing to our customers' productivity and profitability. By always providing exceptional service and quality products with measurable value, our goal is to establish long term relationships with our customers.</p> <p>We desire to earn the reputation of being leaders in our industry and experts in our field.</p> <p>By accomplishing these objectives, we will ensure security for our employees and longevity for our company.</p>
<b>JOB SUMMARY</b>	<p>The Equipment Sales Representative is responsible for achieving the Equipment Sales objectives for JIT Toyota-Lift (JIT) and are part of the sales organization, reporting directly to the Sales Manager. They are responsible for establishing and maintaining professional business relationships with existing and prospective customers along with growing the business with each customer with the goal of making JIT their primary supplier.</p>
<b>JOB DUTIES</b> (Essential functions bolded)	<ul style="list-style-type: none"><li>• <b>Maintain existing customer accounts and develop new business for JIT within a specified territory</b></li><li>• <b>Interpret the sales goals and objectives established by the Sales Manager for assure that these objectives are used as guidelines for the day-to-day equipment sales activities of the business.</b></li><li>• <b>Provide support of the business' sales and marketing organization</b></li><li>• <b>Represent the company with customers and all other areas that impact the business</b></li><li>• Work with the Sales Manager to develop the annual budget for sales and gross margin for the assigned territory and accounts and for the development of new business</li><li>• Ascertain current market opportunities</li><li>• Research and provide competitive sales data</li><li>• Develop account specific business plans to identify the long term, mutual support requirements required to facilitate a strong, profitable, and successful partnership</li><li>• Represent JIT as a reliable, innovative supplier of high-quality material handling equipment</li><li>• Work with the marketing team to create awareness and demand for products with existing and potential customers</li><li>• Implement and coordinates the goals, budgets, and objectives for success in the daily operations of the sales process of the JIT sales functions for projects and accounts assigned</li><li>• Generate sales that meet the company's margin objectives through the identification and conversion of leads, referrals, and add-on opportunities</li><li>• Offer and accept orders for merchandise sold by JIT at prices established by company policy</li><li>• Notify customers of specials, new projects, services, promotions, etc.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide the critical interface between customers, personnel, and other JIT employees involved</li> <li>• Maintain a presence in the field with new and existing clients in support of the sales process and customer development effort in order to cultivate follow-on and referral business</li> <li>• Constantly maintain high quality communication, service and response to customer's needs and inquiries</li> <li>• Utilize the sales reporting and planning tools to properly and efficiently manage time and sales effort. These include the use of MS CRM, Trello, Slack, Outlook and any other platform JIT may implement for reporting and communications</li> <li>• Establish and maintain a high level of communications between the customer and the in-house team</li> <li>• Work with the Sales Coordinator to ensure the timeliness and accuracy of information and specifications required to perform each day</li> <li>• Elicit customer feedback on product satisfaction and customer future needs</li> <li>• Assist the Controller in the collection of accounts receivable from assigned accounts, as requested</li> <li>• Maintain and improve gross margins on existing and new projects by delivering performance measured in terms of gross margin, on-time delivery, and quality service and customer satisfaction</li> <li>• Communicate order specifications and customer expectations, as completely as possible, to the other members of the project team using appropriate forms, upon which other departments rely for control and verification of, delivery requirements</li> <li>• Communicate operating issues, plans, goals and results to the Sales Manager</li> <li>• Maintain records of sales, customer information, and requests by updating data</li> <li>• Attend sales meetings and report sales activity, new account development, and upcoming itinerary</li> </ul>
<b>JOB SKILLS</b>	<ul style="list-style-type: none"> <li>• Must be knowledgeable in all aspects of sales and customer support</li> <li>• Excellent communication skills</li> <li>• Ability to achieve budgeted sales and gross margins</li> <li>• Ability to improve penetration within the assigned territory while achieving targeted gross margins</li> <li>• Ability to close new business as well as add-on, and referral business</li> <li>• Ability to achieve a high level of customer satisfaction</li> <li>• Ability to develop strong team building skills and success in coordinating, through the project team process, a high level of success in the project completion process</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years of successful experience in Business Development and Sales.</li> <li>• Commercial, industrial or construction related industry experience is strongly preferred</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• High school diploma or GED.</li> <li>• College degree is preferred, but not required</li> </ul>
<b>CERTIFICATIONS/ LICENSES</b>	<ul style="list-style-type: none"> <li>• Valid driver's license with no major or frequent traffic violations</li> </ul>
<b>EQUIPMENT</b>	Computer skills – Proficient in MS Office, Outlook, CRM
<b>PHYSICAL DEMANDS</b>	While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear; occasionally lift or move office products and supplies, up to 20 pounds. During visits to job sites, the employee is occasionally required to climb and is exposed to moving mechanical parts.
<b>WORK ENVIRONMENT</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	<p>Although the majority of time will be spent in a clean, quiet office, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles while performing the duties of this job.</p>
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The noise level in the environment is low.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above statements are not meant to be all-inclusive. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

<p>JIT Toyota-Lift is an equal opportunity employer. All applicants and employees will be considered for employment or promotion without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, veteran status, disability status or any other category protected by law.</p>
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I understand and agree to the requirements, essential functions and duties as outlined in the above Job Description.

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Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date