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 PO Box 261 Union, IL 60180
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Job Description: Sales Representative	
Reports to: Sales Manager	Department: Nurseries
Location: Goodmark Nursery	Date: 7/3/19

The following is a list of specific duties, which are considered to be essential functions of the Sales Representative Position. The list is not exhaustive as all positions at Goodmark Nurseries LLC are dynamic. This is consistent with our need to be flexible and responsive to the needs of our customers. The employee who occupies this position is expected to assume any/all duties assigned by management irrespective of whether such duties are specifically included in this list. While an effort has been made to thoroughly describe the customary manner in which this job is performed, reasonable accommodation will be made for qualified individuals with disabilities who may not be able to perform the job in the manner indicated.

EXPECTED OUTCOMES:

- Profitable operations
- Quality work-Quality product
- Client satisfaction
- Safe operations
- Effective & efficient staff
- Effective SOP's

MAJOR OBJECTIVES:

Major objectives of the Sales Representative involve servicing existing customers, developing new sales opportunities, and investigating new revenue streams for Goodmark Nurseries LLC. The Sales Representative will assist other team members in creating marketing and sales opportunities, monitoring accounts receivable, developing new sales tools and administering them.

ESSENTIAL FUNCTIONS:

- Meet or exceed established sales and profit goals including but not limited to the following:
 - Achieve monthly and annual sales profit targets as developed with Sales Manager and Nursery Director. Profit targets are based on average price per plant category.
 - Handle customer calls, take orders, and input into system.
 - Wait on walk in customers including sales, payment and loading of product.
 - Assist with development of Constant Contact email in conjunction with others.
 - Call customers who have opened Constant Contact emails to solicit sales.
 - Call customers to announce special promotions and/or follow-up on them if they have been communicated via Constant Contacts.
 - Call customers to solicit onsite meetings weekly June through mid-September and mid-November through February. Track on shared outlook calendar.
 - Bid projects submitted by fax, email or website.
 - Follow-up on open bids with customers.
 - Track and follow-up on open orders to schedule customer pick-up. Print out orders, make loading notations and communicate internally to assure preparedness.
 - Utilize outlook calendars for delivery, pick-up and tagging.

- Assist with customer tagging appointments for your assigned customers.
- Maximize profitability by ensuring delivery charges are properly assessed.
- Perform instructional tours of the nurseries for customers.
- Assist in the development of company sales goals and budget figures.
- Work with management to develop sales promotions and tradeshow specials.
- Attend and work trade show booth, enhancing current customer relationships, creating new ones, selling plant material and publicizing promotions.
- Assist when needed with collection calls to resolve discrepancies.
- Assist as needed with other marketing functions (promotions, customer recognition/retention).
- Participate in weekly sales meetings.

REQUISITE KNOWLEDGE, SKILLS, & ABILITY:

- Excellent communication skills, both verbal and written.
- The ability to solve problems and offer valid solutions to a variety of issues and implement these solutions in a positive cooperative manner.
- The ability to coordinate and complete numerous activities in a limited time span.
- The ability to visit customers and make positive suggestions, assist staff in problem solving, conduct tours and display a degree of expertise commensurate with the activity at hand.
- The capacity to visit offsite customers or work sites when needed.

PREREQUISITE:

- 1-3 year's previous sales experience.
- Horticultural and plant identification knowledge required.
- Bachelor's degree preferred.
- Bilingual Spanish preferred.
- Must be proficient in computer use.

Employee Signature

Manager Signature

Date

Date