**Territory Sales Representative Job Description**

The purpose of this job description is to establish and define the authority, accountability, duties and responsibilities of the Territory Sales Representative position.

**Territory Sales Representatives Primary Duties**

- Identify potential new clients, sustain professional relationships with existing customers and revive relationships with past customers in efforts to sell specialty lumber, milling services and other building materials within the scope of our primary business.
- Meet and exceed sales goals and profit margins as presented by Taylor Forest Products Inc. management. Growing the customer base is an essential part of the Sales Representative’s position.
- Must be able to operate independently within the guidelines set by Taylor Forest Products Inc.

In addition, the Territory Sales Representative shall:

- Present a professional image for the company demonstrating excellent product knowledge and an understanding of the building and construction industry.
- Meet territory’s gross profit margin targets.
- Coordinate with the Inside Sales Representatives to ensure the accuracy of sales orders and smooth flow of paperwork from order through delivery and payment of materials to the customer’s site.
- Maintain proficiency in company software systems and policies.
• Conduct all transactions in an ethical manner that is protective of customer’s personal information.
• Handle all customer complaints in an expedient and professional manner.
• Continuously seek new product information and proficiency in selling value-added products.
• Present weekly territory report to management via email.
• Follow all operating procedures by accurately completing and submitting paperwork and payments.
• Monitor all accounts for timely payment and secure past due payments. Report potential problems to management as soon as possible.
• Maintains company vehicle as directed by management. Follows all policies related to the safe operation of company vehicles. Must possess a valid driver’s license and maintain a good driving record.
• Know how to read plans and provide accurate take-offs, estimates and quotes in a timely manner.
• Frequently move materials weighing up to 50 lbs. must be able to lift, bend and transport materials to and from warehouse and job sites.
• Attend industry trade shows/dinners on a monthly basis.

Measures of Success:

• Meets and exceeds sales volume goals.
• Meets and exceeds profit margin goals.
• All paperwork is completed accurately, and in a timely manner.
• Exceed customers expectations.
• Territory growth meets or exceeds goals.
• High degree of cooperation with Customer Service Representatives and all yard personnel.