



## Position Description

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**Position Title:** Sales Representative  
**Work Location:** Sacramento

### Job Specific Information

#### I. Summary

Establish and enhance sales relationships with customers

#### II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Service existing accounts, obtain orders by planning and organizing daily work schedules to call on existing or potential sales outlets and other trade factors.
- Look for opportunities to grow the product mix at existing accounts
- Establish new accounts within the territory through prospecting
- Focus on sales efforts by studying existing and potential volume of dealers
- Communicate with management by submitting activity and results reports such as daily call reports, weekly work plans and monthly and annual territory analysis as requested or required
- Monitor quarterly sales goal progress to be communicated management, reviewing in meetings as requested
- Monitor current marketplace information on pricing, products, market trends, new products, delivery schedules, and merchandising techniques
- Resolve customer complaints by investigating problems, developing solutions, preparing reports and making recommendations to management
- Implement marketing tools and projects through merchandising assistance, signage, promotions, products knowledge classes and customer events
- Provide historical records by maintaining records on area and customer sales
- Measure customer's redwood and pressure treated business growth by using sales numbers and products sku mix analysis
- Provide support for "other" customers of HRC/AWW as needed
- Assist with stocking orders for yards by reviewing inventory levels and providing a suggested ordering list
- Facilitate product knowledge events and participate in customer entertainment, as needed
- Complete such additional projects as may be directed by the Sales Manager, or designee
- Participate in customer events as required

#### III. Qualifications/Physical Requirements

- Minimum five years of related sales experience, preferably in the redwood industry, bringing previously established accounts and relationships to the business.
- Management experience preferred, not required.
- Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles in accordance with company policy guidelines.
- Working knowledge of the lumber industry preferred.
- Proficient in Microsoft Office Suite, including Word, Excel and PowerPoint.
- Strong knowledge of a Smart phones and lap top computer.

#### IV. Application Process

- Email a resume to Recruiter@allweatherwood.com or
- Send by fax to (707) 485-6873 or
- Call our recruiting office at (707) 620-2940 for information