

<b>JOB DESCRIPTION</b>	<b>Title:</b> Sales Representative	<b>Reports To:</b> Director of Sales
Education: Preferred <input type="checkbox"/> Required <input checked="" type="checkbox"/>		Experience: Preferred <input checked="" type="checkbox"/> Required <input type="checkbox"/>
<input checked="" type="checkbox"/> Grade 12 <input type="checkbox"/> Post-Secondary <input type="checkbox"/> Other (detail)		<input checked="" type="checkbox"/> 1-5 years <input type="checkbox"/> + 5 years
<b>Position</b>		
The basic function of the Sales Representative is to handle incoming RFQ's and Customer orders in a manner which meets customer requirements along with proactively and reactively being involved with pre and post sales support.		
<b>Education/Experience</b>		
Sales Reps should have a high school diploma Sales Reps should have a minimum of 2 years experience in a Sales role, preferably in the Aerospace Industry Distribution Sales experience beneficial		
<b>Tasks</b>		
<ol style="list-style-type: none"> <li>1. Review customer requirements</li> <li>2. Ensure price calculations are within company policies for profit</li> <li>3. Providing customer with timely quotations which meet their requirements</li> <li>4. Review and approval of customer orders</li> <li>5. Receive and action any customer complaints / issues in a timely manner</li> <li>6. Analyze customer usage patterns at an item level</li> <li>7. Review and report monthly customer KPI's</li> <li>8. Review &amp; analyze slow moving inventory and customer trends</li> </ol>		
<b>Skills:</b>		
<u>REQUIRED</u> Knowledge of Windows based Operating Systems Computer literate with good keyboard skills Competent in business mathematical calculations, ie gross profit margin Good telephone manner (etiquette) Intermediate Excel skills (Vlookup / pivot tables , etc)		
<u>PREFERRED</u> Knowledge of Microsoft Navision (NAV Business Central) Familiarity with Office 365 Suite including Teams, Sharepoint, OneDrive etc. Experience with Aerospace part numbers (AIA , SAE , SAE ITC, etc) Understanding of part traceability and product documentation		

## Competencies:

### Teamwork

- Interacts and collaborates with people effectively.
- Co-operates within the group and across groups.

### Motivation:

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs, work Standards:
- Takes initiative but is willing to ask questions when required.

### Reliability:

- Takes personal responsibility for job performance.
- Completes work in a timely and consistent manner.
- Problem Solving: Analyzes problem by gathering and organizing all relevant information
- Completes all reports as required by position

### Planning and Organizing:

- Plans and organizes tasks and work responsibilities to achieve objectives
- Sets priorities and Schedules activities to meet business requirements
- Allocates and uses resources properly

### Communication:

- Expresses ideas clearly and effectively
- Organizes and delivers information appropriately
- Listens actively
- Shares complete and accurate information.
- Maintains confidentiality and meets own commitments.
- Adheres to organizational policies and procedures.