

LIBERTY LIFT SOLUTIONS

Job Description: Field Sales Supervisor



Division/Department	Field Direct
Location	
Job Title	Field Sales Supervisor
Reports to	<i>District Manager</i>

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours ___40___ / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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POSITION SUMMARY

The Field Sales Supervisor acts as primary contact with customers, providing direction to operations group on upcoming work, maintaining contact with field crews and assist with scheduling. This positions will create and assist with paperwork, including customer approval and submittal for invoicing. The Field Sales Supervisor reports regularly to manager on sales status and work forecast.

RESPONSIBILITIES

- Resolve customer complaints regarding sales and service.
- Oversee regional and local sales managers and their staffs.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Determine price schedules and discount rates.
- Review operational records and reports to project sales and determine profitability.
- Monitor customer preferences to determine focus of sales efforts.
- Prepare budgets and approve budget expenditures.
- Confer or consult with department heads to plan advertising services and to secure information on equipment and customer specifications.
- Direct and coordinate activities involving sales of manufactured products, services, commodities, real estate or other subjects of sale.
- Confer with potential customers regarding equipment needs and advise customers on types of equipment to purchase.

QUALIFICATIONS AND CERTIFICATIONS

- High school diploma or general education degree (GED)
- 1-2 years administrative experience and/or training

COMPETENCIES

- Professional Maturity
- Communication
- Flexibility
- Customer Service
- Collaboration and Partnership
- Attention to Detail
- Teamwork
- Responsibility
- Time Management
- Leadership
- Job/Technical Knowledge
- Problem Solving
- Integrity and Respect
- Accountability

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands: This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

Work Environment: This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Date

Employee Signature