

ELECTRICAL CABLE SUPPLY LTD.

JOB DESCRIPTION

JOB TITLE: INSIDE SALES REPRESENTATIVE	DATE: March 21, 2019
LOCATION: Branch	REPORTS TO: Branch Manager
SUPERVISES: n/a	

DUTIES AND RESPONSIBILITIES:

1. Develop and maintain sales territory.
2. Establish, meet and review sales and product budgets, actual sales results and strategic plans.
3. Follow guidelines established by the Branch Manager especially in the following areas:
 - (a) Sales, product and market targets
 - (b) Territory management
 - (c) Personal and professional conduct
 - (d) Employee relations
 - (e) Attendance and punctuality
 - (f) Company Policies and Procedures
 - (g) Corporate Quality Assurance Program
4. Submit, qualified market feedback to Branch Manager.
5. Co-ordinate, review and follow-up on sales activity with Outside Sales Representative.
6. Source non-stock material through Supplier Reference Guide (intranet) and guidelines set out by the Branch Manager.
7. Co-ordinate and report projects, over preset limit, to the Branch Manager.
8. Submit feedback to Purchasing Department on lost sales due to no stock, customer changes that could affect min/max levels, large orders that take stock below min. etc.
9. Complete, submit and follow-up on quotations within Policies and Procedures guidelines.

10. Follow all procedures as related to sales and customer service as detailed in the Corporate Quality Assurance Program.
11. Work within a team atmosphere with all E.C.S. employees.
12. Develop, review and document new business opportunities (accounts and products) and coordinate action with Branch Manager.
13. Assist Branch Manager with submissions to E.C.S. Newsletter.
14. Assist with and participate in physical count of company inventories.
15. Other sundry duties as required and assigned.