

**JOB OPPORTUNITY**

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| **JOB INFORMATION** |
| **POSITION TITLE:** Outside Sales Representative **DATE:** January 22, 2021**COMPANY:** GPRS - Peterson Sign Company**DEPARTMENT:** Outside Sales – Oahu Branch **POSTING #:** 2021 - 008**REPORTS TO:** Sales ManagerAddress: 660 Mapunapuna St., Honolulu, HI 96819 |
| **PRINCIPAL DUTIES** |
| 1. Creates, implements, and maintains sales call plan for existing, potential customers.
2. Coordinates marketing plan and product specials for accounts.
3. Provide price quotes and sales support.
4. Inform customers of supply and price trends.
5. Coordinates sales orders and deliveries.
6. Prepare records and reports of sales and supporting activities.
7. Maintains and builds positive customer relationships.
8. Assists with inventory control including annual year-end inventory count.
9. Fills customer orders including taking material from warehouse area.
10. Performs other duties as assigned.
11. Promotes awareness of and follows Company and general safety policies.
12. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace.
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| **PRINCIPAL REQUIREMENTS** |
| 1. Marketing degree preferred.
2. 1 year relevant experience preferred.
3. Working knowledge of Word, Excel, Email and adaptable to in-house software. Keyboarding skills sufficient to complete tasks in a timely manner.
4. 10 key by touch.
5. Math skills to perform pricing calculations and generating reports as requested.
6. Able to read and understand business documents and technical material.
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| 1. Valid Hawaii driver’s license and favorable traffic abstract.
2. Excellent interpersonal skills to ensure effective internal and external communications.
3. Ability to work independently and meet sales expectations and deadlines.
4. Excellent organizational and recordkeeping skills.
5. Knowledge of potential markets helpful.
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Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.