



## BRANCH SALES

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**Department:** Sales

**FLSA Status:** Exempt

**Grade/Level:** Sales

**Work Schedule:**

Minimum 40 hour work week. Monday through Friday, generally 8:00am to 5:00pm depending on current business needs.

Weekends and holidays as needed.

**Job Status:** Full Time

**Reports To:** Branch Manager

**Amount of Travel Required:** 10%

**Positions Supervised:**

🔄 N/A

### POSITION SUMMARY

Generate new sales leads, bring in new customers and develop those customers into consistent profitable business.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- 🔄 Be aware, focused and directed toward the achievement of Quarterback Transportation's objectives, goals, and business strategies.
- 🔄 Work with manager to develop sales plans.
- 🔄 Develop contacts with customers through phone calls and email.
- 🔄 Find new customer leads, complete and submit RFP's.
- 🔄 Confer with potential customers regarding equipment needs and advise customers on types of equipment available.
- 🔄 Assist managers with negotiating contracts and agreements with outside customers and other organizational entities.
- 🔄 Prepare materials and/or rates to use during sales calls to potential customers.
- 🔄 Confer with manager to discuss issues, coordinate activities, and resolve problems.
- 🔄 Comply with company policy and procedures.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- ⦿ Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- ⦿ Attendance - Consistently reports to work as required and completes normal work hours.
- ⦿ Business Acumen - Ability to grasp and understand business concepts and issues.
- ⦿ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ⦿ Communication, Written - Ability to communicate in writing clearly and concisely.
- ⦿ Conceptual Thinking - Ability to think in terms of abstract ideas.
- ⦿ Decision Making - Ability to make critical decisions while following company procedures.
- ⦿ Financial Aptitude - Ability to understand and explain economic and accounting information.
- ⦿ Follow Through – Ability to continue a plan, project, task, or the like to its completion to make sure the situation is resolved and appropriate individuals are updated.
- ⦿ Innovation - Ability to look beyond the standard solutions and develop recommendations that have not been tried before.
- ⦿ Interpersonal – Ability to interact well with others, taking into account their feelings and perspectives in a thoughtful and respectful manner.
- ⦿ Multi-Tasking – Ability to managing multiple competing projects and priorities and make effective decisions as to the appropriate time and resource allocations.
- ⦿ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

## SKILLS & ABILITIES

**Education/Experience:** Bachelor's Degree (four year college or university) or three years related experience in a customer sales role.

### Computer Skills

- 🌀 Efficient keyboarding skills.
- 🌀 General knowledge and experience with Microsoft Excel, Word, Power Point and Outlook.
- 🌀 Above average math skills.

### Other Requirements

- 🌀 Actively participate in and attend weekly team meetings.
- 🌀 Knowledge of transportation principles and methods for moving goods by air, rail, sea, or road, including the relative costs and benefits
- 🌀 Sales and Marketing knowledge of principles and methods for showing, promoting, and selling services. This includes marketing strategy and tactics, and sales techniques.
- 🌀 Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- 🌀 Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- 🌀 Excellent attendance.
- 🌀 Urgency, timeliness and detail minded in work habits.