

## **Eastbay Job Description**

**Job Title:** Team Sales FAST associate (Field Associate Sales Training)  
**Department:** Team Sales  
**Reports To:** Outbound Team Sales Manager  
**FLSA Status:** Exempt  
**Prepared Date:** 09/19/16

### **SUMMARY**

Field Associate Sales Training program, assisting Road Sales Representatives in the field to learn how to identify and cultivate new prospects, cross-sell solutions to existing clients, and effectively close sales opportunities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Works directly with assigned sales rep to learn all required road sales rep skills;

- Services clients via phone, email, and personal visitations within a certain assigned geographic territory.
- Educates clients on products and current market trends.
- Presents product solution(s) to each client to meet their specific needs. Typically this includes a quote, brochure, catalog, etc.; give sales presentations as needed.
- Offer professional advice to further the knowledge of the customer so they can make an educated decision that will be best for them.
- Build long lasting trustworthy relationships with customers.
- Take responsibility for merchandise that needs to be returned.
- Monitor customer's accounts receivable to insure proper terms of payment are being met.
- Deliver product when needed.

Stay involved in continued education process on product and new market trends.

Attend area coaching conventions/clinics.

Select representatives may be asked to temporarily move to Wausau in order to work with Inside Sales Group.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.