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Bolingbrook, Illinois 60440 F 630.296.8100

## **Job Description**

**Job Title: Sales Representative**

**Reports To:**

**FLSA Status: Exempt**

**Department: Sales**

**Location: Bolingbrook Illinois**

**Prepared By/Date: Richard A. Galgano September 22, 2003**

**Summary: Qualifies leads and solicits orders for products or services over the telephone by performing the following duties.**

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

**Develops established script(s) to use when calling prospects.**

**Calls prospective customers to qualify leads and explain type of services and products offered.**

**Informs current and prospective customers of current promotions and new or upgraded services and products.**

**Quotes prices and customers to buy.**

**Secures and places orders for filling and arranges delivery date.**

**Enters names, addresses, purchases, and reactions of prospects solicited into computer database system.**

**Follows up with customers to assure satisfaction, respond to queries, solicits further sales, and solves or refers any difficulties customer may be having.**

**Develops lists of prospects from city and telephone directories, trade and professional association membership lists, the inter-net and other public records.**