



JOB TITLE: Sales Representative

LOCATION: HQ – Fairburn, GA

STATUS: Salary, Exempt

Job Description: Key position which will involve interfacing with new potential clients and existing clients and matching their requirements with Blackjack Paving's offerings.

Essential Duties and Responsibilities:

- Seeking out new customers and sales opportunities for driving revenue.
- Build long-term relationships with key contacts at target customers.
- Answer customers' questions about products, prices, availability, product uses, credit terms, equipment, and any other concern or issue timely.
- Consult with clients after sales or contract signings to resolve problems and provide ongoing support.
- Contact prospective clients to explain products and services and solicit sales.
- Estimate or quote prices, credit or contract terms, warranties, and work with scheduling to meet client expectations.
- Identify prospective clients by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Prepare drawings, estimates, and bids that meet specific client needs.
- Recommend solutions to clients based on client needs and interests.
- Apply learnings and experiences to streamline sales processes.
- Initiate promotion events for the for the company.
- Represent the company at trade events.
- Heavily assist in the collection of receivables.
- Other duties as assigned.

Qualifications/Requirements

- Have a flair for selling and building relationships with organizations.
- Excellent persuasion skills, ability to spot opportunities and go after them with gusto.
- Ability to work mostly independently.
- Ability to work under constraints and make the most out of allotted resources.
- Problem solving attitude.
- Patience and the ability to tactfully handle client negotiations.
- Ability to work in a variety of weather conditions including heat, cold, wind, rain, and dusty environments.
- Must be willing to travel and work away from home when required.
- Be willing to work nights and weekends when necessary.
- Be able to work overtime when required.
- Must have strong work ethic.
- Communication skills, ability to communicate with supervisors, co-workers, and the general public in a courteous, professional manner at all times.
- Ensure a safe work environment in compliance with all safety policies and procedures.
- Must comply with the company's drug and alcohol testing requirements.
- Valid driver's license required.
- Interpersonal skills, time management, thoroughness, confidence, communication skills, organizational skills, problem solver, and supervisory skills are required.

- Must demonstrate professionalism, have a sense of urgency to meet deadlines, multi-task and set priorities effectively, flexible and adaptive to change, accomplish goals in a team environment, attention to detail, strive for excellence, possess a positive “can do” attitude, and have excellent sense of balance.

NOTE: This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Blackjack Paving reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e, emergencies, changes in personnel, work load, rush jobs, or technological developments). **Blackjack Paving is an Equal Opportunity Employer of minorities, females, protected veterans, and individuals with disabilities and a drug-free workplace.**

Signature

Date