



<b>Job Title:</b>	Inside Sales Representative		
<b>Location:</b>	Denver, CO	<b>Travel Required:</b>	No
<b>Salary Compensation:</b>	25, 000 + Uncapped Commission	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Laurie Womer	<b>Benefits:</b>	Medical & Dental Insurance, PTO and Vacation
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	N/A
<b>Applications Accepted By:</b>			
<b>E-mail:</b>  lwomer@KAELCorporation.com  <b>Attention:</b> Laurie Womer	<b>Mail:</b>  Laurie Womer Denver Tent Company 5005 Ironton St. Unit A Denver, CO 80239		
<b>Job Description</b>			
<b>General Summary:</b> <p>Under general supervision, this position is responsible for selling Denver Tent products and services and assisting customers with their product needs. They will provide an exemplary customer experience by asking the customer questions to determine their needs and engaging the customer with their product knowledge, offering items for the customer's immediate needs and recommending additional items and/or services that will complement the customers' requirements. They handle incoming and outgoing customers' needs including, but not limited to, return of merchandise, will call, service questions and maintenance activities. Assist in the business to achieve its daily, monthly and annual sales and service goals. Will provide support to Outside Sales Representatives and Managers. This position reports to the President.</p>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"><li>• Promotes/sells/secures orders from existing and prospective customers through a relationship-based approach.</li><li>• Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.</li><li>• Establishes, develops and maintains business relationships with current customers and prospective customers to generate new business for the organization's products/services.</li><li>• Makes telephone calls, follows-up on website inquires and e-mails, and presents products and services to existing and prospective customers.</li><li>• Develops clear and effective written proposals/quotations for current and prospective customers.</li><li>• Maintains customer payments and invoicing, including delinquency.</li><li>• Expedites the resolution of customer problems and complaints</li></ul>			



- Identifies advantages and compares organization's products/services with competitor's products/services
- Participates in trade shows (1-2 per year)
- Work directly with Production Management to ensure proper communication of product requirements, timelines and schedules.
- Ensures department meets sales goals on a weekly, monthly and annual basis.
- Identifies, documents and shares departmental metrics for Productivity, Safety, Quality, Waste and any other metrics required by the company.
- Communicate to Management any "out-of-the-ordinary" sales situations or agreements.
- Understands the functions and capabilities of various departments and uses those resources effectively.
- Uses data identified in market analysis to further improve sales productivity.
- Builds collaborative relationships within the organization and has effective interpersonal communication skills
- Requires the ability to effectively present information one-on-one, in small and large group situations to customers, management, and associates of the organization
- Maintains a clean work environment (6S).
  
- Supports Outside Sales Representatives and Sales Manager
- Performs other job duties as assigned

### **Preferred Skills**

- The ability to use tools (i.e. computer software, calculators, measuring devices, etc.) to calculate and measurement data within a prescribed data set providing a result to better understand, track, analyze, and report on sales metrics.
- Problem-solving and analytical skills to interpret sales performance and market trend information.

### **Minimum Job Requirements:**

- Adheres to a high standard of quality
- Maintain an excellent attendance record and is reliable and dependable
- Ability to work efficiently and independently with minimum supervision
- Willingness to gain thorough knowledge of all Denver Tent Company products and culture
- Persistent, dedicated and committed
- Self-motivated and efficient
- Wants to learn and create a great career not just looking for a J-O-B
- Must have a sense of urgency and good time management skills.
  
- Must be able to relate effectively with others at all levels of the organization (Assemblers/Operators, Supervisors, Managers, etc)



- Teamwork and communication skills are a must
- Proficient in computer use (MS Office, file management, etc)
- Must be able to lift 40 pounds
- Ability to pass a Drug Screen
  
- Must have knowledge of or be able to learn safety rules and procedures, operating, maintenance, and technical policies and procedures.
- Wear safety equipment and adhere to safety standards (when applicable)
- Must be able to perform all essential functions of this job with or without reasonable accommodation.
- Ensures compliance to all company policies and procedures.
- Functions well in a fast-paced environment and possess the ability to manage competing priorities.

#### **Reporting:**

Inside Sales Representative\* reports directly to the President

#### **Qualifications and Education Requirements**

- This candidate must have a minimum of one of the following:
  - 1-3 years of sales and customer relations

#### **Notes of Consideration**

- All new employees at the Denver Tent Company will be required to successfully fulfill a 90 day trial period and will be considered temporary until hired.
- This position requires passing and maintaining security background checks and drug screening.
- The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by Management in compliance with Federal and State Laws.



# Denver Tent Company

Since 1890

- The noise level in the office environment is usually minimal however the production area may produce noise levels requiring hearing protection. Hearing protection will be provided as necessary.

**Definitions:**

\*Inside Sales – The sale of products or services by sales personnel who reach customers by phone or online, rather than traveling to meet them face-to-face. Inside relies on the phone, emails and the internet to reach customers and is common in the retail industry.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	