

### 1. Summary

As Sales Representatives, individuals will work closely with customers and their regional sales team to grow and promote the sale of Schletter Inc. products. Sales Representatives are the first line of contact with all new customers and along with their regional sales team, Sales Representatives establish and maintain long-term business relationships with new and current customer base.

### 2. Responsibilities

- Close and grow sales through professional communication with existing and potential clients
- Manage and interpret customer requirements – speaking with clients to understand, anticipate and meet their needs
- Communicate sales or service opportunities and customer concerns or suggestions
- Identify and resolve client concerns; recommending a course of action to alleviate these concerns in the future
- Understand and comply with established guidelines that ensure a safe and healthy work environment
- Coordinates company staff to provide exemplary service to customers
- Expand market awareness of our products and our industry experience by communicating features and benefits of our products and services effectively
- Work with the engineering team to ensure customer project requirements are met
- Maintaining records of customer communications and contact information as required
- Making technical presentations, webinars
- Preparing responses to RFP (request for proposals) and RFI (request for information)
- Attending and participating in trade shows, conferences and other marketing events
- Maintain awareness of pertinent client information, future plans, payment performance; communicate any client information that may affect company decisions to appropriate departments as needed
- Working knowledge of the design tools and price calculations
- Researches market requirements and market data
- Maintain knowledge of competitor products and identify and report intelligence on competitor pricing or marketing strategies
- Maintains current Schletter Inc. product knowledge
- Demonstrate and explain best practices in installation techniques for all Schletter Inc. products
- Submit a variety of sales status reports as required, including activity, closings, follow-up, and adherence to goals
- Submit quarterly customer visit plans; schedule client meetings and action plans for follow-up
- Send legal documents to customers and send signed copies to HQ for filing
- Is responsible for setting the customer's expectations

### 3. Knowledge and Skill Requirements

- Bachelor's degree and/or three to five years of proven sales or marketing experience required.
- Technical/engineering background highly preferred
- Solar industry sales and/or solar installation experience a plus.
- Strong interpersonal and communication (verbal and written) skills
- Knowledge of advertising and sales promotion techniques

- Strong presentation skills and professional appearance
- Strong organizational skills
- Valid driver's license
- Ability to succeed in an entrepreneurial environment
- Microsoft Office proficiency required, especially in Excel, PowerPoint, and Outlook.
- Experience working with a CRM tool required.
- Ability to climb ladders and visit rooftops if required
- Willingness to work a flexible schedule and travel up to 75% of the time visiting current and potential clients.
- Attention to detail
- Ability to work in a fast paced and dynamic work environment