

Title: **Sales Consultant**
Reports to: **Director of Sales**
Department: **Sales**

Revision Date: **10/25/16**
FLSA Status: **Exempt** **Non-Exempt**
Work Status: **Full-time** **Part-time**

JOB SUMMARY

The Sales Consultant is responsible for promoting StormForce of Jacksonville's re-roofing options, increasing customer participation, and covering all sales functions in their assigned territory.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Become knowledgeable of the StormForce of Jacksonville business model to help customers understand their options for re-roofing their homes.
- Communicate with customers as clearly and effectively as possible.
- Self-generate leads by canvassing, meeting people, using current names and new names obtained by working referrals.
- Follow up with customers by phone or by on-site visits.
- Submit daily/weekly activity / call reports regarding customer related activities for quotes, orders and any issues concerning customer relationships.
- Use personal vehicle to drive to customer sites.
- Maintain availability calendar in the CRM so appointments can be entered as needed. Regularly review calendar to keep abreast of changes to appointments.
- Maintain thorough knowledge of roofing processes including identification of damage, OSHA standards, repair and replacement processes and construction regulations regarding roofing.
- Majority of time will be spent outside of office making sales and developing relationships.
- Participate in staff meetings as necessary.
- Performs other related duties as required and assigned.

JOB REQUIREMENTS

Skills, Abilities & Competencies:

- Must be personable and outgoing while maintaining a positive and professional image to all customers.
- Strong oral and written communication as well as excellent interpersonal skills are necessary.
- Must be able to read and understand basic insurance document.
- Must be able to fill out and complete basic contracts.
- Must be detail oriented including the ability to manage multiple projects at one time.
- Familiarity with residential required roof structures and roofing procedures is required.
- Must be computer literate and able to use scanners, mobile devices, cameras and internet, as well as design programs.
- Must be able to inspect roofs at grade and on roof.
- Must have excellent attention to detail with high level of accuracy.
- Strong mathematical skills are required including estimations and calculations.
- Strong time management, ethical conduct, and problem solving skills are required.
- Ability to read maps and apply basic map reading skills.

Education & Experience:

- Minimum of a high school diploma, or equivalent is required
- Prior sales experience is preferred, but a desire to learn is more important
- Prefer prior outside sales experience including going door to door
- Two or more years of roof inspection experience is preferred
- Specialized training in roofing is preferred

PHYSICAL DEMANDS

While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms over their head, stoop, kneel, crouch, climb, talk and hear for extended periods of time. Employee must have excellent balance and be able to climb a ladder and walk around a roof. The employee must regularly lift and/or move up to 50 pounds and be able to work at heights. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception and the ability to adjust focus. Employee will be working in a variety of environmental conditions including extremes of temperature, humidity and precipitation. Employee must be able to walk continuously for up to 3 hours.