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	JOB DESCRIPTION	

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Date:	November 6, 2006	Revision:
Position Title:	Distributor Sales Representative D1-D4	
Department:	NA Sales	
Reports to:	Regional Sales Manager	

Location(s) Applicable to: All CA CT FL IN NC OR TX

Classification: Salaried (Exempt) Weekly (Non-exempt) Hourly (Non-exempt)

Category: Full Time Part Time Temporary

Overview:

A Distributor Sales Representative’s primary responsibility is to achieve sales goals by creating demand of our products and services through our distributor partners.

D1 – D4 denotes level of proficiency and sales related experience. Career growth through the levels of position is intended for employee’s professional progress.

D1	Representative new to sales and/or industry, 1 year training period with high probability of relocation upon completion of term.
D2	Representative with limited sales experience and/or industry knowledge.
D3	Representative with moderate level of sales and industry experience.
D4	Senior Representative with high level of sales and industry experience; able to assist RSM with cross territorial functions.

Essential Job Functions & Responsibilities:

- Attend training sessions and travel with experienced distributor sales reps.
- Learning company products, procedures, culture, and philosophy in dealing with current distributor network, prospect distribution.
- Introduce, demonstrate and promote all current and new products to distributor network and end users.
- Assist in training and motivation of new and existing distributor sales personnel either in market or at organized company training events.
- Maximize market penetration in assigned markets.
- Evaluating competitive situations, coordination of intelligence gathering and implementing appropriate tactics as required.
- Execute distributor-level product promotion programs as directed.
- Submit quarterly report summarizing LATICRETE performance; follow up on inquiries and leads and current competitive activity.
- Investigate, document and report all complaints and claims for service in territory and coordinate same with Technical Service Division.
- Attend annual North America Sales Meeting, and annual trade shows as directed.

Nonessential Job Functions:

- Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

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Job Specifications/Skills:

1. Relocation, if required
2. Desire to learn and grow professionally.
3. Ability to do presentations to large groups.
4. Valid driver's license, current automobile insurance and a good driving record.
5. Physical strength to lift and carry 50 pounds.
6. Computer Skills: Basic to Intermediate knowledge of Microsoft Office (Word, Excel, Powerpoint, Access) and Microsoft Outlook.
7. High level of self motivation.
8. Strong organizational skills.
9. Creative thinking.
10. Strong written communication skills.
11. Strong, aggressive personality.
12. Spanish language proficiency (written and verbal) highly preferred.
13. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.

Minimum Educational Requirements:

1. High School Diploma required; Bachelor of Science Degree, preferred.

Travel:

1. High travel components (30-50%) within territory.

Reply in confidence to Human Resources, at humanresources@laticrete.com