

Delivering Peace of MindSM

www.**Dircks**.com
4340 West Mohave Street
Phoenix, AZ 85043
P 602.267.9401
F 602.477.2941
1.800.523.5038

JOB DESCRIPTION: LOGISTICS SALESPERSON

Exempt: (Y/N): Exempt	Job Code:
Salary Level:	DOT Code:
Shift: FT	Division:
Location: Tolleson, AZ	Department: Logistics
Employee Name:	Supervisor: General Manager
Prepared by: Rick Dircks	Date: 4/19/17
Approved by:	Date:

SUMMARY

A career path of tremendous growth opportunities for passionate sales professionals. Generate revenue by selling logistics and warehousing related services to corporate customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prospect and cultivate business relationships in order to generate new leads and opportunities for new business.
- Build pipeline through prospecting and cold calling.
- Generate appointments and conduct presentations to clients to generate new corporate agreements for logistics services.
- Cross-sell products and conduct joint calling activities with internal partners.
- Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, networking events, industry ads, trade shows, Internet Web sites, and other sources.
- Quotes prices and credit terms and prepares sales contracts for new accounts.
- Generate and submit weekly sales reports of business activities and results – work to achieve sales goals.
- Attend sales and service meetings as required.
- Understand and support the goals of Dircks Logistics.
- Maintain required records and submit expense reports monthly.
- Maintain, manage and oversee current client base.
- Works with customer service coordinators to keep account activities and contract information up to date.
- Maintain active client base, prospects and potential lead source lists.
- Investigates and resolves customer problems when deemed necessary.

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SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I have read and understand the above job description and understand that additional duties and responsibilities may be assigned.

Employee Name

Date

Supervisor

Date

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