

Position Description- Commercial Sales Representative

Royal Tire, Inc.
Position Description

Job Title: Commercial Sales Representative (CSR) Level: Pay Grade 10

Exemption Status: Exempt Department: Commercial

Authorization: Date: 01/01/2008

JOB SPECIFICATIONS

<u>FACTOR</u>	<u>LEVEL</u>
EDUCATION	High School plus 2 years
JOB RELATED EXPERIENCE	2 years
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Regional Commercial Sales Manager
SPECIAL REQUIREMENTS	Valid Driver's License with acceptable driving record

JOB SUMMARY: The Commercial Sales Representative is responsible for promoting and selling company products and services and maintaining customer relations with commercial customers in a professional and business-like fashion in assigned area of responsibility. This position will adhere to, and promote, the Royal Tire mission. He/She will operate within the confines of the core company values while contributing to the success of their functional team.

ESSENTIAL JOB DUTIES:

1. Promotes and sells company products and services to existing and potential commercial customers in his/her designated territory.
2. Maintains accurate and complete customer information and call records.
3. Picks up and delivers tires and related products to customers.
4. Maintains adequate profit margins.
5. Maintains assigned vehicle and equipment in good working condition.

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- 6. Assists credit department in the collection of accounts as needed.
- 7. Handles warranty situations with customer in a timely manner.
- 8. Completes all paperwork and forms related to invoicing accurately.
- 9. Promotes a positive image of Royal Tire, Inc.

NON-ESSENTIAL JOB DUTIES:

- 7. Performs related work as required.

PHYSICAL DEMANDS:

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

Public Contact	Approximately 75% of the time
Sitting	Approximately 80% of the time
Standing	Approximately 10% of the time
Walking	Approximately 10% of the time
Bending/Stooping	Frequently
Squatting	Occasionally
Reach above shoulder level	Frequently
Push/Pull	Frequently
Crouch	Occasionally
Lifting up to 115 pounds	Occasionally
Verbal communication	Continuously
Written communication	Occasionally
Hearing normal conversation	Continuously
Sight, including near acuity	Continuously
Far acuity, depth perception, full field of vision and distinguishing colors	Occasionally