

**Position Available:** Area Sales Representative for Bagby Elevator

**Territory:** West to Point Clear, Alabama; East to Panama City Florida; North to Florala on the Florida side and North to Castleberry on the Alabama side.

**Job Duties:**

1. Maintain current customer base
2. Addition of new maintenance contracts
3. Work with Estimating Department on modernization and repair sales
4. 3 days per week engaged in outside sales (cold calling, visiting customers, etc.)
5. Responding to all leads generated by technicians as well as call in customers
6. Completing all necessary paper work as part of the sales process
7. Visit all current customers at least once every 6 months
8. Keep customer accounts current
9. Stay on all bid list with state and local offices
10. Conducting self with Personnel Reference Guide including Code of Ethics as well as Sales Representative Program
11. Communicate with local office and corporate regarding jobs and duties

**Job Functions**

1. Capable of driving consistent with fleet driving policy (NOTE: includes multi-hour trips)
2. Reading and writing at a bachelor's degree level
3. Ability to understand contracts and commercial transactions
4. Visit customers and jobsites
5. Regular attendance
6. Climbing stairs
7. Walking distances
8. Answering & Receiving Phone calls
9. Capable of word processing including typing

**Compensation & Benefits**

1. Starting salary will \$40K + per year
2. Commissions & Bonuses- Eligible for commissions on new sales as well as performance bonuses based on Sales Representative Program
3. BCBS insurance after first 90 days
4. 401 K participation with company matching 25% up to 6% of income after applicable period of employment
5. Company vehicle and gas card
6. Flexible Benefit Plan participation after applicable period of employment

**Bagby Elevator Company, Inc., is an equal opportunity employer. EEO EMPLOYER, Minority/Female/Disabled/Veteran.**

