

JOHNSTON PAPER JOB DESCRIPTION

JOB TITLE: Distributor Sales Representative
STATUS: Exempt
DEPARTMENT: Sales & Marketing
REPORT TO: District Sales Manager
FULL/PART-TIME: Full-Time
PREPARED BY: *AMTEK*

JOB SUMMARY:

Sell Johnston Paper's products to current and new customers by traveling throughout an assigned territory.

ESSENTIAL JOB FUNCTIONS:

- 60% Maintain and grow existing customer base by identifying new product opportunities through the utilization of a variety of internal reports and conducting on premise surveys. Travel throughout an assigned territory to sell and represent Johnston Paper to customers. Describe and demonstrate products, provide information and product brochures, answer questions, and secure sales.
- 20% Market Johnston Paper's products and cultivate relationships with prospects in order to obtain new business.
- 15% Contact current and potential customers to schedule appointments or to follow-up on previous sales calls. Prepare for appointments by organizing sales tools and reviewing sales and financial reports. Prepare a schedule for the upcoming week based on a predetermined call frequency schedule and to capitalize on new business opportunities.
- 5% Improve product knowledge and develop marketing/sales techniques by reading professional journals, attending seminars, etc. Network and represent the company at various trade shows and meetings.

GENERAL JOB RESPONSIBILITIES:

Act as a professional and knowledgeable representative of the company.

Increase sales and profits of assigned territory by generating additional sales to current customers and obtaining new business.

Assure literature and samples are kept stocked and organized.

Assure proper organization of your territory business.

Make suggestions to improve productivity and quality.

Effectively maintain safe work habits for you and all co-workers.

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SUPERVISORY RESPONSIBILITIES:

The Distributor Sales Representative does not have any supervisory responsibilities.

MENTAL AND VISUAL DEMAND:

Close mental and visual attention required to perform work dealing primarily with preparing and analyzing data and figures using a computer terminal, and extensive reading.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to reach, sit, use fingers, talk, hear, lift, and perform repetitive motions. Ability to exert up to 50 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force infrequently to lift, carry, push, pull or otherwise move objects.

EQUIPMENT AND MACHINES USED:

Ability to operate a fax machine, telephone, photocopier, printer, and computer with Windows, Microsoft Word, Excel, PowerPoint, and Outlook, and TERM software.

ENVIRONMENTAL CONDITIONS:

There is no exposure to adverse environmental conditions.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret general reference periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of department heads and managers, customers, and members of the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate interest, percentages and volume.

GUIDELINES AND JUDGEMENT

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, written precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes to guidelines.

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COMPLEXITY OF DUTIES

Wide variety of duties requiring general knowledge of departmental policies and procedures that guides the exercise of judgment and decision making within the specifications of standard practice. Guidance is sought from a higher level of experience for complex situations not previously covered. Duties require some judgment and planning and initiative to work independently toward general results and making decisions based on precedent and/or established criteria.

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.

DECISION MAKING AND WORK IMPACT

Decisions are made based on a wide variety of clearly defined procedures and standard practices. The employee must exercise some judgment in selecting the appropriate procedure and/or practice. Inappropriate decisions, recommendations, or errors would normally cause considerable delays and reallocation of funds and resources or a considerable impact on the integrity of the department. Deficiencies will affect scheduling and project completion in immediate department and other departments as well.

CONTACT WITH OTHERS

Requires outside and inside contacts to carry out organizational goals. Improper handling will have considerable effect on operating results. Must often deal with persons of substantially higher rank on matters requiring persuasion and obtaining approval.

CONFIDENTIALITY

Works with confidential data where the effect of any disclosure would probably be negligible or where the full significance is not apparent in the routines performed.

RESPONSIBILITY FOR THE SAFETY OF OTHERS

Safety of others depends entirely on correct action of employee. An accident, should it occur, could result in total disability or death.

MINIMUM JOB QUALIFICATIONS:

Graduation from high school, the possession of a high school equivalency diploma, or equivalent work experience that would demonstrate general math skills and the ability to read, understand, and follow oral and written communication from supervisor and coworkers.

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Possession of and ability to maintain a valid driver's license to travel throughout assigned territory on a regular basis.

Two years of sales experience are required. Must possess strong verbal communication skills.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their office.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

EMPLOYEE'S CONFIRMATION:

I have read and received a copy of this job description.

Employee Signature

Date