



Sales Representative

Oliver Inc. is seeking a sales representative to inform existing and prospective customers about the company's products and services.

Reporting Relationship(s):

This position reports to the VP of Sales.

Responsibilities:

- ✓ Comply with all company policies and practices and perform job functions in a professional, honest, and ethical manner.
- ✓ Acquire in-depth knowledge of the company's current products and services and new product lines and services as they are introduced.
- ✓ Develop and document customer profiles including product type, usage, and opportunities for product substitution. Establish, maintain, manage, and update prospect and customer databases.
- ✓ Collect and report all pertinent market activity/prospect information in developing sales.
- ✓ Prepare and present accurate and timely proposals and quotations to customers as required. Submit all special quotations to management for approval.
- ✓ Forward customer requests for quotes to estimating, and submit customer requests to design. Interface with estimating and design departments to obtain price quotations, updates, and availability as required.
- ✓ Provide existing and potential customers with plant tours and be available for press okays and offsite customer visits.
- ✓ Coordinate order information with customer service representatives and assist with contract review.
- ✓ Provide customer samples and obtain approvals.
- ✓ Provide delivery date confirmation to customers.
- ✓ Resolve credit issues and verify billing accuracy.
- ✓ Obtain purchase order confirmations.
- ✓ Develop sales projections and sales goals for the annual sales budget.
- ✓ Meet or exceed annual sales goals.
- ✓ Develop and participate in relevant customer/vendor trade shows.
- ✓ Provide customer service support and respond/follow-up on all customer inquiries, questions, and problems.
- ✓ Obtain all relevant information needed to sell products and follow-up on any issues related to an account.
- ✓ Participate in training and development programs to become knowledgeable in the latest printing and packaging technology.

Qualifications:

- ✓ Proven record of successfully developing and executing sales and margin growth strategies within the printing and/or packaging markets
- ✓ History of establishing and maintaining relationships with customers that translated into improved financial success and market share growth
- ✓ Minimum of five (5) years of sales experience (printing/packaging experience preferred)
- ✓ Proven ability to develop and implement a sales strategy that will deliver sales revenue
- ✓ Proficiency in MS Office, Word, and Excel; ability to learn Solar Soft and ACT.
- ✓ High school diploma required. College degree a plus.
- ✓ Ability to read and understand documents such as business correspondence, instructions with some degree of difficulty, correspondence, and memos.
- ✓ Ability to respond to common inquiries and/or complaints from customers and to speak to customers and/or Oliver employees in one-on-one and small group situations
- ✓ Ability to compute rate, ratio, and percent and to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages

Training Requirements:

HR Orientation
ISO Orientation
SOP - Corrective Action, Preventive Action



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