

CORRECTIONS INDUSTRIES SALES REPRESENTATIVE

DESCRIPTION: Promotes the purchase and use by city, county, state and other governmental subdivisions of products manufactured by Correctional Industries.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Contacts new and current customers and informs them of products manufactured by Correctional Industries.

Quotes prices and terms aids in the selection and ordering of products.

Checks warehouse inventory and assures prompt and efficient delivery of ordered products.

Receives complaints from customers and takes corrective action.

Maintains and distributes to prospective and current customers product catalogs and specifications.

Recommends addition of products or changes in price, design or quality of products to supervisors to better service customers' needs.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

High school education or equivalent plus three to five years experience in a sales or public relations capacity.

SPECIAL NOTE

Considerable travel required in contacting governmental units throughout the State.