

Marble and Granite, Inc.

Job Title: Architect and Design Outside Sales Representative

Department: Sales

Supervisor: Jonathan Verrengia

Position Summary:

The Architect and Design (A&D) Representative is an outside sales position that will require travel to the various architects and designers involved in commercial projects within the established territory. This person will be responsible for calling on the various A&D's with the intention of establishing relationships, providing product knowledge and procuring sales of Marble and Granite products, specifically our exclusive products such as ColorQuartz and Neolith.

Essential Knowledge & Skills/Education

- Business/Marketing/Engineering/Architectural 4 year degree preferred
- 5+ years selling value added products in a construction related field.
- Building & Construction Industry knowledge essential.
- Ability to read and understand architectural drawings and specifications
- Advanced computer skills including PowerPoint, excel and CRM software

Essential Functions:

The primary responsibility of this position is to educate and present the ColorQuartz and Neolith products to the Architects and Designers. This will be the main focus of the position for the first year. Major activities include; professional presentations, advice and meetings to Architects / Specification Writers, Curtain Wall Contractors and General Contractors.

Secondary responsibility will be to market stone and all other Marble and Granite products to the Architects and Designers.

This person will be responsible for finding commercial projects and following up and working with the architect and/or designers to specify our product(s). It will be important for this person to follow up during the project and establish a good relationship with the architect and or designer to ensure that our product remains within the scope of the project. Also, once a product has been specified it will be their responsibility to identify the developer/general contractor all sub-contractors/installers related to our product and establish a relationship with them in order to make the process seamless. This can be a lengthy process with most projects running a year to a year and a half until completion. This will require maintaining a project tracker or spreadsheet with a list of projects and detail regarding their various stages of development.

Key Performance Factors:

- Traveling throughout assigned region to call on regular and prospective customers including Architects, Designers, Developers, General Contractors and National Accounts.
- Maintains architectural libraries in a clean well-organized manner physically replacing outdated sample tools. Placement of new products as soon as they are available. An inventory of marketing tools required.

- Schedules regular product knowledge seminars with architectural and design firms using the proper presentation tools to clarify information i.e., product samples, power point presentation programs, and appropriate literature.
- Develops in-depth knowledge and expertise with regard to all products, allied products, and installation methods by attending vendor presentations, workshops and attending joint sales calls with vendors.

Minimum Requirements:

Experience: Experience with marketing/branding a plus.

Preferred Skills/Qualifications: Prior outside sales experience, relationship building skills and analytical skill

Other Skills:

- Outstanding communication, presentation, and organizational skills**
- Excellent computer skills**
- An overriding desire to succeed**

Working Conditions:

This position requires extensive travel within the sales territory. This position would also require the attendance at various functions and trade shows for networking purposes.

Training expectations: During the first month this position will require training on company systems, procedures and product details at the Westwood Office.

Base Salary: negotiable depending on experience

Potential bonus earnings will be based on an agreed upon bonus structure.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.