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## **JOB DESCRIPTION**

**TITLE:** Sales Representative Trainee – Distributor & Contractor

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Sales Manager

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**Position Summary:** Responsible for gaining a comprehensive understanding of the different processes and systems of a lighting agent, specializing in distributor and contractor sales. Must develop team oriented skills

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- Must possess experience in project quotations
  - Knowledge of principles and processes for providing customer service; this includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
  - Must be computer literate and proficient in Word, Excel, Outlook, PowerPoint, and utilize internet search engines
  - Ability to read, analyze, and interpret technical journals, and financial reports
  - Ability to define problems, collect data, establish facts and draw valid conclusions
  - Must have reliable transportation, a valid driver license, and good driving record
  - Exhibits good judgment

I have read and understand this explanation and job description

Signature: \_\_\_\_\_ Date: \_\_\_\_\_