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| **Job Title:** | **Territory Sales Representative (TSR)** | Classification: | Salaried Exempt |
| Reports to: | District Sales Manager (DSM) | Department: | US Sales |

**Role Objective:**

The Territory Sales Representative (TSR) is responsible for planning and managing territory activities to achieve sales and market share growth utilizing approved sales and marketing strategy and tools while providing excellent customer service to all customers in territory. The Territory Sales Representative is responsible for sales and administration of their territory.

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| **Essential Job Functions** |
| * Develop relationships and grow sales with assigned distribution customers in territory
* Frequently contact roofing contractors, remodelers, builders, and architects to drive demand
* Present products and programs to qualified distributors and end users on a weekly basis
* Perform product knowledge (PK) training sessions with customers
* Manage territory pricing based on competitive situations
* Follow up on inquiries from customers or IKO administration in a timely fashion
* Submittal of weekly Intelligence Reports in a timely fashion
* Manage customer accounts receivable balance and deductions
* Investigate and process product quality complaints in territory
* Organize and execute a business plan to meet territory sales goals and customer needs
* Utilize approved sales/marketing tools within budget
* Increase IKO market share in territory
* Timely and effective communication of market and competitive information as well as requests for pricing or payment exceptions.
* Develop relationships and grow sales with assigned distribution customers in territory.
* Attend meetings, functions and company provided training as required
* Manage customer accounts receivable balance and deductions
* Adhere to Health and Safety policies as well as IKO Vehicle policies
* Any other responsibilities as assigned
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| **Competencies** |
| * Demonstrated attention to detail and professional attitude.
* Demonstrated proficiency in the use computer programs such as Microsoft Office products
* Demonstrated excellent interpersonal, communication and presentation skills
* Detail oriented with a personal commitment to task completion
* Proactive, detail-focused and deadline oriented
* Demonstrated ability to work effectively independently as well as in a team environment
* Demonstrated ability to calling primarily on the end user and performing “pull through” sales techniques
* Demonstrated track record of meeting and exceeding sales goals
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| **Work Environment** |
| * Work is generally performed within a customer retail, distribution or home office environment.
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| **Physical Demands** |
| * Must be able to remain in a stationary position 50% of the time
* Must be able to work flexible hours (including nights and weekends) to complete tasks as assigned
* The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
* Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
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| **Travel** |
| * Up to 100% travel may be required
* Must be willing to consider relocation for future opportunities.
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| **Required Education/Experience** |
| * Associates Degree required; Bachelor’s Degree preferred.
* Driver’s License in good standing required.
* 3 years of prior sales experience in building products industry preferred
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| **Additional/Preferred Requirements** |
| * Prior sales experience calling on roofing contractors, builders and/or architects preferred
* Prior professional sales training preferred
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| **Direct Reports** |
| None |
| **Work Authorization** |
| Must be authorized to work in the United States of America |
| IKO is an **equal opportunity** employer*This job description is subject to change at any time.* |