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### **Job Description**

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**Position:** **Sales Representative, Repro.**

**SKILL REQUIREMENTS OF POSITION:**

Knowledge of sales cycle process, preferably in the printing industry  
Excellent communication skills  
Organized, efficient and focused on goals and objectives  
Excellent time management skills.  
Basic computer skills  
Current driver's licence

**RESPONSIBILITIES OF POSITION:**

Maintain and provide appropriate customer support regarding existing accounts assigned to Employee  
Generate new revenues (sales) in existing accounts  
Develop new accounts (cold calling etc.);  
Develop new business areas  
Achieve established targets and budgets  
Educate clients on new and existing technology, products and services through a variety of methods including seminars, plant tours, literature, etc.  
Maintain daily records and files on sales activities  
Maintain an up-to-date daily sales call log and sales agenda  
Take a team approach to your work on a regular and ongoing basis  
Collaborate with all of your colleagues and exchange information, contacts and ideas  
Attend sales meetings on a regular basis to discuss the corporate strategy generally, and as it pertains to your accounts specifically  
Participate in cross-training educational activities to assist you in learning the various products and services offered throughout the corporation;  
Apply the cross-training to your current account base and achieve success in selling products and services from all divisions of the corporation;  
Participate in brainstorming and strategy sessions with management and your peers regarding each of your accounts with a view to developing the maximum potential from that account  
Set goals and sales targets for each of your accounts in collaboration with your current Manager, which you will be required to meet  
Represent Company in a professional manner  
Fulfill all duties and responsibilities pertaining to health and safety under the Occupational Health and Safety Act and corporate occupational policies

The Sales Representative, Repro. reports directly to the Sales Manager.