



DBA Value Auto Auction

Position Description

Position Title: Sales Representative

Job Code: 631

Salary Grade: *N/A*

Department: Sales

Reports to: General Manager

FLSA Status: Exempt

Date: August 9, 2022

Job Summary: Represents the company by performing generalist responsibilities to support Value Auto Auction within every area of Sales and Dealer Account Relations, while assisting customers, visitors, and employees with questions relating to Value Auto Auction.

Primary Responsibilities:

1. Responsible for building and developing new client base as well as maintaining strong relationships with current client base.
2. Assists in the strategy of customer and market expansion.
3. Travels to dealerships 4 days a week to obtain new accounts, thank current customers, and check in on those accounts that have been inactive.
4. Mentors' other employees who travel on the road and advises which dealerships to visit.
5. Provides weekly reports of activity on the road to management.
6. Coordinates "IF Desk" on sale day; phone calls to dealers (buyer and seller) and negotiates deals between the two dealer parties.
7. Conducts business in a variety of traditional and non-traditional methods, such as email, telephone, in-person appointments, weekly on road sales calls and others.
8. Creates a positive work environment and projects a positive image of the company.
9. Performs other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Exceptional verbal and written communication skills; ability to express information clearly.
2. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
3. Ability to work independently as well as a team.
4. Proficient in Microsoft office and computers.
5. Ability to troubleshoot problems, evaluate options and implement solutions.
6. Ability to analyze information and make effective decisions.
7. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.

8. Conflict resolution skills.
9. To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, and ASI database system.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to handle constructive feedback and implement an appropriate action plan.

Education and Other Requirements:

High School Diploma or general education degree (GED) is required, long with 2-5 years Sales Experience.

Certificates and Licenses:

- A Valid driver's license is required of every Akron Auto Auction employee, along with an insurable driving record.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Job is performed five days a week, possible weekends and will travel.

Performance Indicators:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the _____,

I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date