**OUTSIDE SALES REPRESENTATIVE (SUN VALLEY)**

RAMCO, a long time leader in the Southern California recycled aggregates industry, is seeking a full-time Outside Sales Representative to work out of our Sun Valley (Los Angeles) location. The preferred applicant will have a minimum of three (3) or more years experience (five (5) years preferred) working as a sales representative in an aggregate recycling operation or related construction business, and a high school diploma (Bachelor's degree preferred). Incumbent must possess a valid driver’s license and be insurable within the state of California.

**SKILLS, KNOWLEDGE, AND ABILITIES**

Must have excellent knowledge of the recycled aggregates industry and trends impacting the business;

Ability to effectively communicate in English, both verbally and in writing. Ability to communicate in Spanish, while not required, will be a plus;

Ability to convey information clearly and provide analysis as needed to help customers make buying decisions;

Ability to work collaboratively with employees across all functions;

Must possess a significant level of expertise in technical specification required to sell products/services;

Strong computer skills including use of Microsoft Office and CRM applications;

Strong organizational skills; must be able to manage the entire sales process with little or no direction;

Strong presentation skills; incumbent will be called upon to make presentations to groups of prospects, key decision makers, and decision influencers;

Strong prospecting skills; must be a true “hunter” who will seek out and develop leads with little or no direction;

Strong sales, negotiation and closing skills; must be able to effectively close profitable sales with a high close ratio and at acceptable profit margins;

Must know and understand all facets of aggregate recycling operations;

Must understand what it takes for a customer-oriented business to be successful and what it takes to provide the products/services necessary to fill the customers’ needs on a timely basis;

Must have the ability to organize and prioritize multiple tasks in a fast-paced environment;

Must have strong analytical and problem solving skills;

Must be able to read and understand basic reports, and complete routine mathematics computations.

**FUNCTIONAL ROLE**

The Outside Sales Representative is responsible for selling recycled aggregate materials and dump services as well as maintaining positive on-going relationships to meet current evolving customer needs;

The overall focus areas are prospecting, developing business, responding to RFQ's, developing proposals for presentation to customers, and selling products and services. As a seasoned professional with a wide range of experiences, this individual uses professional concepts and company objectives to resolve customer issues in creative and effective ways.

**ESSENTIAL FUNCTIONS**

The essential functions of the Outside Sales Representative consist of, but are not limited to the following:

To carry out the goals, plans, and mission of RAMCO as established by the Board of Directors and CEO;

To attain or exceed the established revenue and margin goals for all sales;

To ensure that all actions of the company are accomplished in an ethical manner;

To maintain and increase the company’s stature in the market place.

**DUTIES AND RESPONSIBILITIES**

The mission of the Outside Sales Representative is “to grow the business in the most cost effective manner.”

Prospect and develop new leads;

Follow all leads to resolution from initial contact to completion of project;

Use relationship management and SPIN Selling techniques to develop selling opportunities with new and existing customer accounts;

Schedule and attend sales call appointments with customers;

Respond to RFQ's and follow-up with customers;

Coordinates sales and quotes with dispatchers as required;

Build and strengthen business relationship with customers ensuring their needs are being met;

Recommend marketing strategies and assist with implementation as required;

Provide status information to management including forecasting/sales funnel information. Develop and submits a sales/profit forecast for his/her customer list/territory no less than 14 days prior to the close of the Company’s fiscal quarter for the subsequent fiscal quarter;

Remain visible in the business community and in the market place in which the company operates and provide a positive and professional image for the company;

Maintain an accurate and up-to-date customer account list with detailed information;

Ensure that transactions are conducted in an ethical and prudent manner;

Settle customer complaints/concerns and seek guidance of Senior Management only as required;

Attend trade shows, conventions, seminars, and other meetings to enhance his/her professional knowledge or to promote the Company. Keep current on the events in the industry and market place in order to take advantage of new changes;

Complete and submit all reports required and requested in a complete, accurate, and timely manner. Keep management informed by submitting activity and results reports as needed or requested. These include weekly work plans, customer intelligence and tracking activities as established by management. All customer interactions are entered into the CRM system including activity, opportunity tracking, contact information, and proposals in a timely and accurate manner;

Follow the proper implementation of standard policies and operating procedures including the processing of quotations and orders;

Keep informed on competitors' selling policies, tactics, services, and prices offered and report back to VP of Operations;

Achieve or exceed quotas for new prospects, new customers, sales dollars, and gross profit dollars as directed Senior Management;

Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements. Make recommendations for review by corporate management to implement same;

Ensure that all company policies and procedures are followed in accordance with guidelines established by corporate management as well as the Employee Handbook;

Other duties/responsibilities that may be assigned by Senior Management from time to time.

**JUDGMENT AND DECISION MAKING**

Demonstrate good judgment and reasoning in investigating and solving problems;

Demonstrate good judgment in respecting the confidentiality of customer, company and personnel information.

**RELATIONSHIP WITH OTHERS**

Relate professionally to all employees, management and customers;

Demonstrate ability to tactfully handle difficult situations.

**PLANNING AND TIME UTILIZATION**

Consistently display ability to recognize and deal with priorities;

Contribute to short and long-term organizational planning and strategy as a member of the management team;

**INITIATIVE**

Foster a spirit of teamwork and ensure that effective working relationships are maintained within and between all other functions of the company.

**ATTENDANCE AND RELIABILITY**

Be present during assigned work hours to handle the demands of the job. When absence is required, ensure supporting team understands the extra duties required of them;

Maintain exemplary attendance standards as becomes a responsible management position. This position requires a sense of urgency to accomplish prioritized tasks and goals;

Share Best Practice knowledge across plants to maintain consistency of working practices.

**AUTHORITY**

The Outside Sales Representative is authorized to take any reasonable action necessary to carry out the responsibilities assigned so long as such action does not deviate from established corporate policy and is consistent with sound business judgment.

**MEASUREMENTS OF PERFORMANCE**

Company policies and procedures are adhered to;

All paperwork is forwarded to the office in an accurate and timely manner and in accordance with company policy guidelines;

Continuously conducts himself/herself in a professional and cooperative manner;

Keep selling expenses within guidelines set by Senior Management team;

Maintain a professional appearance at all times appropriate for a sales person in varying environments;

Meet or exceed the goals for sales, existing customer contacts, contacts with potential customers, and other performance measures as established by the Senior Management team. The following metrics will be used as part of the Outside Sales Representative’s performance evaluation. This list may be modified or expanded at the discretion of the VP of Operations:

Number of Prospecting Sales Calls per week/month;

Number of Customer Maintenance Calls per week/month;

**Number of new customers developed per week/month;**

Volume of quotations/proposals written; quantity and dollar volume;

Win ratio (total jobs won/total jobs quoted);

**Total sales volume generated: revenue and gross profit.**

RAMCO offers a generous and comprehensive compensation package, including employer-paid health insurances, paid vacation, sick days and holidays, and a 401k/profit sharing plan.

For immediate consideration, please submit your resume to Laurie Samaan, Human Resources Manager.

RAMCO is a equal opportunity employer and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

Job Type: Full-time