

## **Commercial Gear & Sprocket Co., Inc.**

**Job Title:** Sales

**Job Description**

Perform all aspects of sales for Commercial Gear & Sprocket.

**Reports to:** President

**Works with:** President, Quality Assurance, Engineering, Production Manager / Supervisor, Office, Purchasing

**Qualifications & Job Requirements**

*Note: These statements are intended to describe the general nature of the job and are not intended to be an exhaustive list of all knowledge, skills, and abilities.*

All aspects of sales activity including but not limited to:

- Locate new customers and maintain existing accounts.
- Talk with customers by phone, email or in person.
- Travel as required to meet with new customers and to maintain contact on a regular basis with current customers.
- Prepare sales material mail-outs.
- Identify key accounts, develop and implement a strategy for obtaining their business.

**Required Education:**

- Diploma

Please send your resume and cover letter to Tom Shaw: [info@commercialgear.com](mailto:info@commercialgear.com)

**Equal Employment Opportunity Employer: Female/Sexual Orientation/Gender Identity/Minority/Veteran/Disabled**