

POSITION DESCRIPTION



JOB TITLE: Nebraska Outside Sales Representative

FLSA STATUS: Exempt

GENERAL SUMMARY:

Outside Sales Representatives are responsible for maintaining and continuing to sell to existing accounts, and to identify sales opportunities with new accounts. Requires knowledge and skill to sell technical and industrial products. Must be detail oriented, organized, and possess the ability to work independently, efficiently, and to be pro-active to reach goals and objectives.

ESSENTIAL DUTIES:

1. Establish and maintain a continuing positive relationship with existing accounts in an assigned area.
2. Expand sales/business opportunities with existing accounts, assuring customers are informed of newest and most innovative products.
3. Identify and promote strategic growth opportunities within the industry.
4. Serve as a subject matter expert and continuing source of product information for assigned customers.
5. Provide regular feedback and reports regarding account performance.
6. Prepare and present professional sales presentations.
7. Participate in trade shows, including assisting in set-ups and tear-downs.
8. Launch new products, as directed by the Sales Manager, within a given territory/customer.
9. Attend conferences and trade shows for maximum exposure of company product and capabilities.
10. Stay informed of changes in the industry, including trends, new products and changes in regulations.
11. Seize opportunities to promote the company and the brands.
12. Troubleshoot issues to a successful resolution for the customer.
13. Perform other duties sales professionals may be assigned.

WORKING CONDITIONS:

Work is from a home, remote office in Nebraska. Work is performed outside the office regularly with travel to the site of the customers or potential customers, or other assigned locations. Occasional overnight travel is required. Must have a valid driver's license.

EFFORT:

Must be able to see, walk, hear, and speak. Intermittent sitting, standing, sorting and reaching. May need to climb, bend, crawl and access tight spaces to observe and/or examine products. Must be self-starting and able to bring projects to completion without constant oversight.

MACHINES, TOOLS, EQUIPMENT:

Equipment typically used includes vehicle, computer, scanner, printer, Smartphone, tablet, copier shredder. Must be able to understand the technology of products sold by company.

QUALIFICATIONS:

College Degree or related experience and training; or equivalent combination of education and experience in business, marketing, communications, foodservice, or related field. Four or more years of selling experience and/or foodservice experience preferred.

A combination of education, training, and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment tests is required. Reasonable accommodations may be made to those who are able to perform the essential duties of the job. The incumbent must be able to maintain complete confidentiality of any information s/he encounters and willing to accept restrictive covenants.

SPECIALIZED SKILLS AND KNOWLEDGE:

Excellent communicator with positive attitude and energy. A well-organized and self-directed individual who is a team player. Skillful with computers, including Microsoft Office Suite, Email and Internet. An experienced sales professional who is energetic, forward-thinking and self-assured, with high ethical standards and an appropriate professional image. Experience with public speaking a definite asset.

- **The company reserves the right to revise and alter this job description as needed.**

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature _____ Date: _____

APPLICATION FOR EMPLOYMENT



DATE: _____ POSITION APPLIED FOR: Nebraska Outside Sales

Referred by: _____ Date Available for Work: _____

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print in ink. Your qualifications will be carefully reviewed and you will be given thorough consideration for the position(s) for which you have applied. Upon employment, this application will become part of your permanent record at CMA Foodservice Solutions. Keep this in mind as you complete it. **Special Note:** You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. CMA Foodservice Solutions does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, disability, veteran status, gender orientation/identify, gender preference, or any other legally protected class. You may request assistance in completing this application.

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PERSONAL

Name _____ Preferred Telephone Number: () _____

First MI Last
Street _____ Box _____ City _____ ST _____ Zip _____

Alternate Phone Number _____ E-Mail Address _____ @ _____

If younger than 21, state your age here _____ Are you legally entitled to work in the United States? ** yes no

**Compliance with I-9 requirements is mandatory, upon employment

If a job offer is made to you, we will conduct a criminal record check of felony convictions. Check the box to indicate that you understand we may withdraw the job offer if the criminal record check is unfavorable. I understand.

Have you ever been convicted of a moving traffic violation? yes no If yes, list all here: _____

Have your driving privileges ever been revoked or suspended? yes no If yes, list here when and why: _____

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EDUCATION

Did you graduate from High School? _____ If no, last grade completed _____ Grade Average _____

College or university(Name and location) _____

College or university(Name and location) _____

Please initial here to certify that your college degree was earned through the actual completion of college level course work and conferred by an accredited college or university where you completed your coursework. _____

Did you graduate? _____ If no, number of hours completed _____ Grade Point Average _____ Degree _____

Major _____ Minor _____ If attending, date of graduation _____

Other Education _____

License(s), including the state of issue and the number: _____

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MILITARY not applicable

List service in U.S. Military: From _____ to _____ Branch _____ Rank _____
at Discharge _____ Military experience that may be applicable to working here _____

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GENERAL EMPLOYMENT INFORMATION

1. Are you willing to relocate, if not currently residing in Nebraska? _____

2. Salary Expected _____

3. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary? yes no don't know
4. Are you currently under a non-compete or non-solicitation agreement that will prevent you from working for a business in our industry? yes no If yes, please explain and list the date the agreement expires: _____



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EXPERIENCE: List below all present and past employment, beginning with your most recent employer

1. Employer _____
 Address _____
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

2. Employer _____
 Address _____
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

3. Employer _____
 Address _____
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for Leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Laid Off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

In the following space, please describe any special knowledge, skills, or abilities that will bring added value if you are employed here.



Please list the name, address and contact information of three references who can attest to your knowledge, skill and ability to perform the work for which you are applying. We are seeking business related references, not personal references.

Name: _____ Phone No. (_____) _____

Employer: _____ Location: _____ Position: _____

Name: _____ Phone No. (_____) _____

Employer: _____ Location: _____ Position: _____

Name: _____ Phone No. (_____) _____

Employer: _____ Location: _____ Position: _____

CONDITIONS OF EMPLOYMENT

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize whatever background and personal reports needed to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at-will, and that this application is not a contract of employment with CMA Foodservice Solutions and that my employment and compensation can be terminated, with or without cause, at any time, at the option of either CMA Foodservice Solutions or me. I understand that no representative of CMA Foodservice Solutions, has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of CMA Foodservice Solutions, may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and the President of CMA Foodservice Solutions.
- IV. I understand that I may be required to submit to a pre-employment, and/or post-employment test for fitness and/or substance abuse, if not prohibited by law.
- V. Upon separation of employment, I authorize CMA Foodservice Solutions to withhold from my final pay check any monies owed by me (if not prohibited by law) for equipment, loans, products, services, uniforms unreturned, benefits advanced that I have not earned, materials, or other assets in my possession not promptly returned or repaid as agreed.
- VI. As a condition of employment, I accept that any complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution, unless prohibited by law or contract, before any other legal action is taken.

DATE _____ SIGNATURE _____