



JOB DESCRIPTION-LAW ENFORCEMENT SALES

SUMMARY: The Sales Representative will present and sell MSA products to current and potential customers in their designated territories.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identify sales prospects and contact those and others accounts, as assigned.
- Prepare presentations, proposals and sales contracts.
- Follow up on new leads and referrals resulting from field activity.
- Promptly respond to telephone, fax and e-mail inquiries from customers and inside sales personnel.
- Generate specifications and pricing in manufacturer's computer software program.
- Service the customer during and after the sale to insure satisfaction and to promote future business.
- Deliver new equipment to customers and insure complete customer satisfaction.
- Maintain current knowledge of competitive products including knowledge of local competitive pricing.
- Work within a team concept to ensure that corporate, team, and personal goals are achieved.
- Develop and maintain sales materials and current product knowledge.
- Establish and maintain current customer and potential customer relationships.
- Identify and resolve customer concerns.
- Prepare a variety of reports and forms, including Order Info Forms, Bid Tabs, etc.
- Communicate new opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- Maintain order forecasting and provide accurate monthly forecasting reports.
- Attend one or two trade shows annually and interact with customers and vendors.
- Attain continued market growth and profits.

SUPERVISORY RESPONSIBILITIES: Initially this position will have no supervisory responsibility.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. A clean driving record and valid Florida driver's license is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to create standard correspondence. Ability to effectively and concisely present information in one-on-one and group situations to customers, co-workers, other professionals and the general public. Proficient verbal communication skills, in English, are required. Excellent written and verbal communication skills are required.

EDUCATION AND EXPERIENCE:

1. Must possess a high school diploma or equivalency.
2. Associate degree in police science or related field preferred.
3. Law enforcement or military background preferred.
4. Experience dealing with law enforcement departments.
5. Computer software experience.

MATHEMATICAL SKILLS: Ability to apply concepts of basic mathematics.

REASONING ABILITY: Ability to apply common-sense understanding to carry out instructions in written and oral form. Ability to deal with problems involving several concrete variances in standardized situations.

OTHER SKILLS AND ABILITIES:

1. Must be able to manage time, cost and effort to ensure efficiency.
2. Must have a strong ability to multi-task.
3. Strong communication skills are required.
4. Work requires significant overnight and local travel to current and potential customers.
5. Working knowledge of Microsoft Office Software.
6. Must possess an unwavering dedication to Premier Customer Service and Support.
7. Ability to prioritize tasks, and work quickly and efficiently.
8. Strong attention to detail and analytical ability required.
9. Strong problem solving skills required.
10. Ability to work both independently and in a team environment.
11. Must have the ability to establish and maintain effective customer relationships.
12. Visibility requires maintaining a professional appearance and providing a positive company image to the public.
13. Ability to be a self starter and work from a remote location without direct supervision.
14. Work requires significant local travel to current and potential customers.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to stand and walk for long periods of time.

WORK POSITIONS (defined in 10% increments or work time):

Sitting: 0% Standing: 50% Walking: 50%

PHYSICAL DEMANDS:

| | |
|---|---|
| | SEDENTARY WORK: Lifting 10 lbs. maximum and occasionally lifting and/or carrying articles. |
| | LIGHT WORK: Lifting 20 lbs maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs. |
| X | MEDIUM WORK: Lifting 50 lbs maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs. |
| | HEAVY WORK: Lifting 100 lbs maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs. |
| | VERY HEAVY WORK: Lifting objects in excess of 100 lbs with frequent lifting and/or carrying of objects weighing 50 lbs. or more. |

PHYSICAL REQUIREMENTS:

| | LBS. | NONE | SOME | FREQ |
|---------------------------|------|------|------|------|
| LIFTING | 25 | | | X |
| CARRYING | 25 | | | X |
| PUSHING | | X | | |
| PULLING | | X | | |
| STOOPING, KNEELING | | | X | |
| CRAWLING | | X | | |
| CLIMBING | | X | | |
| BALANCING | | X | | |

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

| | |
|---|--|
| | INSIDE: Spends approximately 75% or more of time inside. Inside work has good ventilation, comfortable temperature. |
| | OUTSIDE: Spends approximately 75% of time outside. |
| X | BOTH: The activities occur inside or outside in approximately equal amounts. |

I have read this job description and have reviewed the detailed job responsibilities. I understand that I may be assigned other duties in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Ten-8 Fire Equipment, Inc.

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature

Date

The base salary will be between 40-50k. Commissioned sales should put the annual salary to the 100k mark.

CONTACT:

Karen Transue, PHR
 Director of Human Resources
 Ten-8 Fire Equipment, Inc.
 941-756-7779 (Office)
 941-756-2598 (Fax)
ktransue@ten8fire.com