



JOB TITLE:	Sales Representative, Artisan Elements
FLSA STATUS:	Non-Exempt
SALARY RANGE:	\$20.00 - \$26.00/hour
STATUS:	Part-Time
REPORTS TO:	Director of Vocational Services

PRIMARY PURPOSE OF JOB

This position will sell product, develop, and cultivate customer relationships, identify product needs within new and existing customer base, and collaborate with team members in marketing, brand growth, production and R&D for the Abilities First program Artisan Elements (AE). This position requires exceptional communication and sales skills, strong analytical and time management skills, the ability to work in a team setting as well as independently, and some knowledge of manufacturing and fabrication.

The goal of Artisan Elements is to create an environmentally sustainable and inclusive future for all. AE is an inclusive workspace that produces product lines focusing with the use of recycled materials such as paper and glass.

This description may not include all duties, knowledge, skills, or abilities associated with this position.

Essential Duties and Responsibilities

- Develop and implement a business marketing plan, integrating effective sales techniques that will assist with customer base development, sales growth, and distribution of ArtisanStone™ and other product lines.
- Meet or exceed identified sales goals.
- Develop and maintain a working knowledge of the product lines, their applications, and a technical understanding of installation and care of products.
- Develop sales tools to use in builder and design showrooms.
- Collaborate with the public awareness staff to promote and distribute brand recognition through creative marketing materials such as: photography, videography, brochures, banners, signs, and other promotional materials.
- Nurture and maintain all existing customer relationships, acting as the company's direct point of contact for sales.
- Identify prospective customers by using business directories, following leads from existing customers and attending trade shows and industry events.
- Cultivate and maintain relationships with area architects, builders, designers, and other industry associations to include but are not limited to: LEED Certified Home Builders, Architects, and Designers, Eco-Friendly Home Boutiques, Outdoor Design and Landscaping.
- Contact new and existing customers to discuss their needs and explain how specific Artisan Elements products can meet those needs.

- Help customers select the AE products to meet their needs and product specifications.
- Initiate sales with customers negotiating prices and terms of sales and service agreements. Prepare sales contracts and submit orders for processing.
- Consult with Artisan Elements manager on production and delivery dates and specifications.
- Provide customer services including assisting with complaints, quotes, orders, errors, account questions, cancellations, and other inquiries.
- Maintain accurate records of sales activities. Analyze sales statistics, prepare reports and handle administrative duties such as filing expense accounts, scheduling appointments and making travel arrangements.
- Arrange and conduct showroom/product tours with customers and community groups in collaboration with the Manager of Artisan Elements.
- Promote inclusive workforce opportunities that may arise during sales and collaboration with local clients.
- Assist as needed with business communications and coordination of event promotions.
- Develop and maintain a knowledge base of:
 - History of Artisan Elements
 - Line of products and how the products were developed.
 - Where consumers may find a preferred partner (builder, designer)
 - Advocacy and awareness for inclusion
- Attend community meetings as needed and provide feedback as appropriate.
- Attend staff meetings as required.
- Perform other related work duties as assigned.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.

CORE COMPETENCIES

- Effective sales and marketing skills.
- Public speaking and presentation skills.
- Excellent communication skills, both written and verbal.
- Ability to establish effective and positive working relationships with co-workers and the public.
- Ability to travel.
- Flexible work hours to include evenings and weekends.
- Ability to bend, sit, stand, and stoop.
- Occasional moderate lifting required.
- Demonstrate a professional work ethic.
- Ability to be properly trained in manufacturing and fabrication processes.
- Must be able to pass a background screening.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

- Successful experience in Business Development and Sales. OR
- Bachelor's Degree in marketing, business or closely related field. OR

- Any combination of experience and education in the fields of:
 - Business, Marketing, Sales, Architecture, Construction, Design
- Strong analytical and time management skills.
- Proven ability to work in team and solo settings.
- Proficient in Word, Adobe Creative Suite, Excel, Outlook, Teams, and PowerPoint.
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PHYSICAL CONTEXT AND WORK ENVIRONMENT

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Physical Requirements				
Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<ul style="list-style-type: none"> ● The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. ● Works in an office environment with the option for some remote work. ● Abilities First offers a flexible schedule and relaxed environment. 				
Seeing: Must be able to see to read documents/reports and focus on computer for an extended period.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public.				X
Sitting: Must be able to sit for long periods of time.		X		
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Driving: Must be able to drive locally for work-related assignments.			X	
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

Employee Signature

Date

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