

**Company:** *Kito Canada Inc.*

**Location:** *Mississauga, ON, Canada*

**Status:** *Full-time position*

**Company Profile:**

*Kito's story begins near Tokyo, Japan in 1932 when Miyoshi Kito, an independent thinking, die hard engineer, opened his own manufacturing factory. From those early years until today, Kito Corporation has been continuously involved in the development, production and sales of world-leading hoists, cranes and accessories.*

*Kito Canada Inc. is an organization in the manufacturing Sector with many years of success and quality customer service. Kito strives to be a community of diverse people and diverse cultures, working in effective harmony with one another in an open and positive atmosphere. We all work hard and collaborate with passion as one team to deliver real value to our customers. Kito highly regards and rewards those individuals who are committed to our customers' value.*

## **Job Description – Factory Sales Representative (ON)**

### **Basic Job Description**

The Factory Sales Representative is responsible for providing prompt, courteous and knowledgeable service to clients and customers. They are expected to meet and exceed personal sales objectives by pursuing walk-in and telephone customers and developing a network of contacts through which prospective customers are obtained, thus leading to future sales. Other duties may be assigned as necessary.

**Reports to:** National Sales Manager

### **Primary Duties:**

- Generate sales through personal contact with walk-in and or telephone customers, repeat customers and sales leads, presenting product models and explaining the modular process.
- Staff the Sales Centre as a 'Duty Representative' as scheduled; and/or attend to a geographically defined sales territory and report to management as required.
- Qualify new business prospects and build an active, high potential prospect list which will remain the property of the company at all times.
- Solicit and forward Offers to Purchase (Sales Agreements) to the Sales Manager for approval and acceptance.
- Maintain a high level of service to existing customers; managing the customer relationship from contract execution through delivery to after sales service; and soliciting referrals from these customers, where possible.

- Keep accurate reports with respect to sales and prospects as instructed from time to time.
- Achieve quarterly sales quotas and the objectives of employment.
- Participate in corporate marketing activities, such as conferences, home and trade shows and open house events, as required.
- Maintain a high level of customer service.
- Participate in merchandising and promotional activities.
- Ensure accuracy in all transactions, inventory, and procedures.
- Maintain a high level of product and service knowledge.
- Maintain a professional appearance, demeanor, and attitude at all times.
- Performs other duties as required.

## **Qualifications:**

- Must have the ability to work in a fast-paced, dynamic environment.
- Ability to make excellent sales to achieve performance in alignment with goals and objectives.
- Excellent customer service skills, interpersonal, organizational and communication skills.
- Motivated and creative team player.
- Computer literate with proficiency using basic programs such as Windows and Outlook.
- Strong problem identification and objection resolution skills.
- Able to build and maintain lasting relationships with customers.
- Exceptional verbal communication and presentation skills.
- Excellent listening skills.
- Strong written communication skills.
- Self-motivated, with high energy and an engaging level of enthusiasm.
- Able to perform basic calculations and mathematical figures.
- Ability to occasionally travel and attend sales events or exhibits.
- Ability to work individually and as part of a team.
- High level of integrity and work ethic.
- Must possess a valid driver's license and have access to a vehicle

## **Work Conditions:**

- Ability to attend and conduct presentations.
- Hours of work are Monday to Friday 8:00am to 5:00pm. Hours may fluctuate on business volume and travel.
- Frequent car travel to customer's house and to delivery site.
- Working from a "Home Office" may result in increased noise and work interruptions.
- Steel toe boots and other Personal Protective Equipment as prescribed by KCI safety policy must be worn at all times when visiting onsite projects and in the warehouse.

June 8, 2017