



<b>Job Title:</b>	Outside Sales	<b>Location:</b>	Baltimore, MD
-------------------	---------------	------------------	---------------

<b>Reports to:</b>	Branch Manager	<b>FLSA Status:</b>	Salaried Exempt
--------------------	----------------	---------------------	-----------------

#### **Company Overview:**

W.O. Grubb is the leading provider of crane rental and steel erection services in the Mid-Atlantic United States. W.O. Grubb was founded in the 1960's with a basic concept, which was to provide high quality steel erection services, equipment, manpower and superior responsiveness to our customers. Grubb is one of the largest family owned and operated crane rental companies in the nation. Multiple locations serve Virginia, Maryland, North Carolina and surrounding states with crane rentals and service.

#### **Description Summary:**

An Outside Salesperson is responsible for securing and retaining profitable business for the company. The individual is expected to work long hours, including weekends and holidays.

#### **Responsibilities:**

- Conducts survey of assigned territory;
- Obtain orders and contracts for rentals of the Company's equipment and personnel;
- Schedule meetings and sales call with customers and potential customers;
- Travel to customer locations and job sites to make sales calls and follow up on customer needs;
- Meets and/or exceeds assigned sales goals;
- Locates new prospects and determines their needs;
- Presents to prospects the benefits of our equipment and our company;
- Assists customers in resolving technical issues;
- Maintains data on new contracts;
- Develops relationships with customers;
- Utilizes association lists provided by the Branch Manager to obtain new customers;
- Assist with the development and implementation strategies for gaining and maintaining the regional market share;
- Attends industry exhibits, demonstrations, and networking activities with various trade associations;
- Monitors new product developed by our manufacturers and competitors;
- Ensures literature, brochures and pricing sheets are organized and up-to-date;
- Documents calls;
- Advises managers of all changes in territory which can affect company success;
- Verifies equipment is delivered as ordered and in a timely manner;
- Works closely with Credit Manager to resolve credit/payment issues;

- Adheres to Company safety program;
- Performs other tasks as assigned by management;

**Knowledge, Skills, and Experience**

**Essential:**

- Must be proficient with basic computer skills;
- Must be proficient with Microsoft Word and Excel;
- Must have proficient oral and written communication skills;
- Possess a minimum of a high school diploma or equivalent;
- Must be able to pass a drug test, background check, and fit for duty test.

**Desired:**

- Prefer candidates with at least an Associate’s degree;
- Prefer candidates with at least 6 months of sales experience, preferably in heavy equipment sales.

**Physical Demands:**

The Americans with Disabilities Act (ADA) requires employers to identify essential functions of a role. As a result, the following table was created. Please note: This checklist should not be considered all-inclusive.

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Balancing	X		X		
Bending	X		X		
Carrying	X		X		
Climbing	X		X		
Crawling	X		X		
Driving	X				X
Filing	X			X	
Fingering	X		X		
Hand/Eye coordination	X				X
Hearing	X				X
Kneeling	X		X		
Lifting bulky items	X		X		
Lifting from arm level	X		X		
Lifting from floor level	X		X		
Lifting objects 10-24 lbs.	X		X		
Lifting objects 25-49 lbs.	X		X		
Lifting objects > 50 lbs.	X		X		
Pulling	X		X		
Pushing	X		X		
Reaching above shoulders	X		X		
Reaching below shoulders	X		X		
Reading - English	X				X
Sitting	X				X
Speaking - English	X				X
Standing	X		X		
Stooping	X		X		
Twisting/Turning	X		X		
Typing/Word processing	X		X		
Vision – Color ID	X		X		

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Vision – Depth perception	X		X		
Vision - Near	X				X
Walking	X		X		
Writing - English	X				X

- Approximately 60% of time spent in usual office conditions;
- Approximately 40% of time spent in external conditions which may include temperature variance, elevated noise levels, dust and fumes;
- Travel is required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the tasks.

**Work Environment:**

Majority of time spent in vehicle travel or an office environment. The employee may be required to wear appropriate PPE equipment when exposed to external environment. The employee could occasionally be exposed to extreme temperatures or other inclement weather.

**How to Apply:**

If you have the desire and feel you are ready to work in a high-performance, fast-paced environment, please visit our website at [www.wogrubb.com](http://www.wogrubb.com), and submit your resume and profile online.

*W.O. Grubb Steel Erection is proud to be an Equal Opportunity Employer*