JOB DESCRIPTION

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| **TITLE:** | Construction Solutions Sales Executive | **DATE:** | 3/15/2016 |
| **REPORTS TO:** | Director of Construction Solutions | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Sales | **MGT/SPVR:** | No |
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**SUMMARY**

Demonstrates and sells dealer-represented architectural products and services at client sites and from showroom as required. Provides leadership in developing a business model for technology products. Responsible for the achievement of quarterly and annual sales goals for volume and margins, and the development of new business while ensuring the highest level of customer satisfaction

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

* The “in-house expert” for each of the product lines included in the Architectural Products Division.
* Develops a business plan for technology sales within the Construction Solutions group.
* Achieves the sales, gross profit and contribution margin targets as identified in the technology business plan.
* Educates / trains other Pivot employees on benefits of modular architecture, including new product launches.
* Conducts presentations, demonstration, and tours as appropriate at various points in the sales cycle, ensuring thorough orientation to the product and functional design elements both before and after the sale.
* Develops and maintains a sales strategy for all principal target accounts (using Gold Sheet/Blue Sheet methods).  Develops and implements a market plan for all assigned accounts.  Provides prompt and effective follow-up of leads and new prospects.
* Creates and maintains strong relationships with clients, prospective clients, vendors, and referral sources to increase customer satisfaction and generate referral business.
* Creates unique perspective, understands the client’s value drivers, identifies economic drivers, educates client and provides alternatives, is comfortable discussing money, and can exert appropriate pressure when necessary.
* Develops and participates in leads groups, attends business development functions, cold calls, attends lunch/dinner and other functions with business influencers (brokers, A&D, construction, etc.) and conducts with new prospective clients.
* Promotes and sells design, installation, project management, and other Pivot Interiors products and services.
* Assumes ownership of entire sales process, from initial client contact through final punch list.  Works with other team members (design, project management, project coordination, installation, accounting, and sales management) to complete various phases of the design / specification / installation process.
* Ability to review bid drawing documents to determine material take-off and specifications, then develop appropriate scope of work
* Within guidelines for margins, develops accurate price quotations.  Secures dealer-held agreements with major clients as required.
* Works with accounting department to provide prompt and courteous follow-up and investigations of delinquent accounts as necessary.
* Maintains a current working knowledge of developments in the industry and related products, applications, and design concepts.
* Consistently devotes time to personal and professional development through a variety of continuing education sources and appropriate business and professional associations.
* Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**   
Manages and coordinates actions of multiple supporting positions within the Architectural Products Division.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*   
  
**EDUCATION and/or EXPERIENCE**   
High School diploma or GED required Bachelor's degree in Construction Mg, Interior Design, Engineering, or Facilities Mg from four-year college or university;  at least 2 years equivalent related experience and/or training; or equivalent combination of education and practical experience. Real estate, job site and interior construction knowledge not limited to:  wall construction, dropped ceiling installation, seismic anchoring, overhead lighting systems, electrical/data installation and California building codes.  Experience with general contractors and estimating and negotiating labor costs. Familiar with AutoCAD, ICE software, Microsoft Office, Microsoft Project and object based design software.

**LANGUAGE SKILLS**   
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to read and analyze architectural drawings and blueprints. Ability to write reports, and business correspondence (such as proposals, quotations, letters) in English.  Ability to effectively present information, written and verbal, in English, and respond to questions from groups of managers, clients, vendors, and the general public.   
  
**MATHEMATICAL SKILLS**   
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.  Ability to apply concepts of basic algebra and geometry.   
  
**REASONING ABILITY**   
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.   
  
**CERTIFICATES, LICENSES, REGISTRATIONS**   
Proof of valid California state drivers’ license, and proof of insurance of an operable vehicle required.   
  
**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*   
  
While performing the duties of this job, the employee is regularly required to talk or hear.  The employee frequently is required to stand; walk; sit; concentrate intensely; and use hands to finger, handle, or feel, and operate a computer keyboard, mouse, and telephone keypad.  The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.  The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.   Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to travel to client sites up to 80% of the time.  
  
**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an 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.*   
  
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock if working at a client site.  The noise level in the work environment is usually moderate.

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