

JOB OPENING ANNOUNCEMENT

Job Title: Sales Representative

Report To: General Manager

Department: Sand & Rock

Job Vacancy: YAN-22-064

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 10/3/2022

Closing Date: 10/14/2022

POSITION DESCRIPTION:

As a Sales Representative for Sand & Rock this position is responsible for building and servicing a customer base through sales, service and collection of receivables to maximize profits on the production and sales of Aggregates, concrete and Asphalt materials.

QUALIFICATIONS:

- Must have a valid Arizona Driver's License and be insurable with the Yavapai-Apache Nation, and remain insurable for the duration of employment.
- Service job sites to ensure efficient delivery of materials.
- Negotiating, analytical and organizational skills are essential.
- Must be an effective communicator and have the ability to deal with a diverse group of people both externally and internally.
- Must possess knowledge of Business and organization practices.
- Knowledge and understanding of sales and marketing theory and practices.
- Be results oriented.
- Be able to multi-task in an environment that has and will continue to have increased pressure.
- Must have ability to use computerized equipment and technology.
- Proficient in Microsoft Office Suite, Google, and other software packages relevant to position.
- Must maintain Salesmanship, key contacts during and after sales to ensure satisfaction, sense new sales opportunities and maintain market intelligence.

DUTIES AND RESPONSIBILITIES:

- To cover all aspects of products sales and job quotes.
- To cover other depts. as assigned or needed.
- Oversee all customer relations, job bidding, trouble shooting and new accounts.
- Must have sound knowledge in aggregate material and concrete.
- Must have good Customer service skills.
- Must be able to travel local and seek new business.
- Must have knowledge of concrete mix designs.
- Must have knowledge of material spec sheets.

- Must have knowledge on slump.
- Must have ability to resolves account discrepancies by investigating documentation.
- Must have knowledge on dispatch and weighing material.
- Communicates with operations to ensure availability of product.
- Stays current with all new job sites, businesses within the County, to put out bids of jobs and materials needed.
- Must represent Sand & Rock business and the Yavapai-Apache Nation in a professional and positive manner.
- Must be able to work long hours, weekend and Holidays if needed.
- Must be reliable, integrity, honesty and ethics.
- To call on customers and potential customers at their location or job sites on regular basis.
- Maintains and develops solid relationships with prospective and existing clients.
- Gathers information to keep sales force well informed of market conditions.
- Other duties may be assigned as needed.

Physical Requirements

- Must be able to sit for long periods of time.
- Will be required to wear protective gear when working near or on sites.
- Must be able to lift and move fifty (50) lbs.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**