

## Position Description



**Position:** Consultant of DIRT Interior Construction

**Department:** Sales

**Reports To:** DIRT Champion and Manager

### Position Purpose:

Responsible for driving business development, closing sales, and growing market share as it relates to DIRT Movable Walls and ancillary DIRT architectural products (and possibly others). Responsible for lead generation, building relationships with team members, clients, architects, general contractors and developers, as well as utilizing project presentations, case studies, ICE and ICEberg technology tools on a regular basis. Also serves as a leader with assembled project team. Occasional overnight travel may be required.

### Position Accountabilities & Performance Expectations:

Knowledge of principles and methods for showing, promoting and selling products and services. Knowledge of principles and processes for providing strong customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. Knowledge of the construction process. Strong written and oral communication skills. Knowledge of arithmetic to compute gross sales margins and selling scenarios. Knowledge of the use of technology in preparing and delivering presentations. Social perceptiveness.

Responsibilities include but are not limited to:

- Maintain assigned account base while developing new accounts.
- Identify opportunities and research with existing and new customers and propose products/services to offer solutions.
- Make decisions and solve customer problems.
- Process correspondence and paperwork related to accounts.
- Make contacts with existing and potential customers.
- Lead presentation and bid preparation efforts.
- Monitor customer contracts and pricing.
- Create, deliver and present proposal information to Customers.
- Maintain strong and positive relationship with Customers and Vendor Partners.
- Network and participate in approved clubs, organizations and communities.
- Attend Manufacturer's meetings and training as assigned to stay current on trends and new products in the industry.
- Resolve conflicts and negotiate with customers and team members.

### Corporate Accountabilities & Performance Expectations:

- Provide prompt, courteous and exemplary service to all customers, both external and internal, in accordance with the corporate mission, vision, values and beliefs of Pigott. Demonstrate courtesy and professionalism, consistently providing a timely response to every customer service inquiry.

- Support Pigott commitment to quality by developing and maintaining position-specific procedures, process instructions and/or forms to better serve the company and customers as necessary.
- Attend work on a regular basis. Adhere to all guidelines as outlined in the *Pigott Team Member Handbook*.
- Accept responsibility for personal and professional development.
- Perform additional responsibilities at the request of manager or the Pigott Leadership team.
- Demonstrate cooperation and teamwork in accomplishing the goals and objectives in the department.
- Adhere to Pigott corporate branding standards.
- Maintain confidentiality of business operations on behalf of Pigott and all clients.

#### **Position Requirements:**

B.S., B.A., B.F.A. or equivalent in business, marketing, communications, architecture, design or related field. 2+ years related work experience recommended. Previous experience with selling a complex product or service preferred. Basic computer skills (typing, MS Word, Excel, PowerPoint) a plus.

#### **Position Demands**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **Additional Information**

Pigott, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Company will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective team members and incumbents to discuss potential accommodations with the Company.