

BRATTAIN INTERNATIONAL TRUCKS, INC.
JOB DESCRIPTION

TITLE: New and Used Truck Salesperson

REVISED: January 31, 2000

REPORTS TO: New Truck Sales Manager

POSITION INFORMATION:

To actively and diligently work to sell new and used trucks to accounts in the assigned territory. Promote all the goods and services offered by BRATTAIN INTERNATIONAL TRUCKS.

DUTIES / ESSENTIAL FUNCTIONS:

- ◆ Determine customer needs and fulfill as adequately as possible.
- ◆ Promote new and used inventory with assigned accounts and territory.
- ◆ Completes new truck specifications and pricing in system-computer.
- ◆ Submit all reports in a timely fashion; i.e., quotations and presentations for approval; appraisals of used; SPA requests and results; expense reports; finance requests; special P&D requests; monthly profit and delivery estimates as requested by.
- ◆ Make delivery of new trucks, explaining new truck warranty and service policies.
- ◆ Use all reasonable methods of prospecting for new and used truck customers.
- ◆ Follow-up with reconditioning and repairs performed by the Service Department and/or outside vendors.
- ◆ Follow-up with customers after sale to be sure everything is satisfactory, and the relationship is maintained.
- ◆ Attend sales training seminars as designated by management, utilize for product knowledge and sales presentations. Attend all sales meetings scheduled by management.
- ◆ All representatives are outside salespeople. Each representative is required to work a rotation for "floor duty" weekly and rotate on Saturdays as specified on monthly floor schedule.
- ◆ All representatives are to be calling on assigned, targeted and potential accounts on all other days not scheduled for floor duty.
- ◆ All representatives are to have a CDL and are to keep the license current.
- ◆ All representatives are to take "Product" out for demonstrations, walk arounds, and to enhance visibility of our products daily.

- ◆ All representatives are to utilize “ACT” database daily/weekly to monitor calls, follow-ups and mailers. The ACT database is to be kept current for random access by manager. Calls on accounts need to be registered on ACT with result of call. Act call reports turned into manager weekly by Friday and representative to work with sales coordinator as needed to keep Act up-to-date.
- ◆ All representatives are to work with sales manager to design a plan or strategy to maintain, develop or secure each account. Also, the representative and sales manager will decide on minimum call frequency.
- ◆ All representatives are to assist account in all after sale issues, as the account may need service, parts etc.
- ◆ All representatives are to submit to sales manager their quotes for review and approval prior to quoting customer. A copy with manager approval is to be given back to the manager to be filed in “quote book”.
- ◆ All new truck quotes (where possible) to have a finance offering from our dealership. Two plans should be offered.
 - (a) Outright finance
 - (b) Lease purchase
- ◆ All qualifying used trucks will be quoted with a finance offering. Sales Representative will offer used truck warranty package at appropriate time of negotiation to all qualifying deals.
- ◆ Representative to work with sales and finance manager to secure finance business.
- ◆ All sales orders should be filled out **completely**; also a re-cap sheet of estimates of cost of sale, and stock number assigned for manager signature prior to ordering and turn in F.E.T. liability recap with order.
- ◆ All inside and outside body installations, repairs, or deliveries need to be approved by sales manager. We need a commitment from the body vendor in writing as to delivery time and our disclosure of penalty’s which will be assessed for excessive floor plan interest occurred. (see attached) Please be considerate to body vendor on payment terms. (We pay when we get paid!)
- ◆ No purchased orders shall be processed without approval and need to be written-up on the PO request form.

MINIMUM PERFORMANCE STANDARDS:

- ◆ All representatives have a minimum of \$12,000 per month gross profit contributions as a result of sales of new and used trucks (including DC as part of calculation)
- ◆ All new truck sales representatives are to make a minimum of 15 outside contacts per week. (That is five per day, three days a week, (1) floor day and (1) day to prep/plan/quote)

OTHER DUTIES / MARGINAL FUNCTIONS:

- ◆ Performs other duties as needed.

WORKING CONDITIONS:

- ◆ Performs sales functions in dealership facility or at locations convenient to customer. Hours will include days, evenings, and Saturdays. Will attend truck-related meetings and conferences at home and away. The individual may be exposed to dust, hazardous materials, non-hazardous materials, and exhaust fumes.

QUALIFICATIONS:

- ◆ Two to Five experience in Heavy Duty Truck Sales
- ◆ Valid driver license and good driving record with the ability to possess a CDL and Driver Medical Examiners Certificate at time of employment.
- ◆ Excellent verbal and written communications skills.
- ◆ Ability to present him/herself in a professional manner.
- ◆ Personal reliable transportation is necessary.
- ◆ Ability to use system-computer is necessary.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment, or a promise or guarantee of any specific terms or conditions of employment. The Company may add to, modify, or delete any aspect of this job (or the position in itself) at any time as it deems advisable. Failure to meet or exceed these requirements could result in termination.