



POSITION TITLE: Sales Associate

BRIEF COMPANY DESCRIPTION: Logo Mats, LLC, a division of Mountville Mills, Inc., is the leading supplier of personalized floor mats to the promotional products and advertising specialty industries worldwide. Our excellent customer service, superior quality products, and continuous development of new technologically advanced mat products assure unparalleled quality and performance.

SUMMARY DESCRIPTION OF THE JOB: The primary responsibility of this Sales Associate position is to offer excellent service to our customers, including, but not limited to:

- Attend 20-30 national trade shows annually
- Coordinate his/her travel arrangements and facilitate the shipping of tradeshow booth materials, mats and advertising literature to and from all shows
- Show follow-up: Write Trip Reports, "Thank You" Letters, contact sales leads and mail requested sample materials to appropriate parties
- Maintain up-to-date product knowledge, including product specifications and manufacturing processes
- Give informative and well-organized presentations to large groups
- Support and train our existing accounts to help grow their mat
- Manage the relationships with existing customers and solicit business from our list of prospective accounts through methodical sales calls
- Produce and provide training presentations, including videos, fliers, webinars, Power Points, etc. for our customers.

The Sales Associate must be very eager and willing to learn. He/she will spend a great deal of time on the road, so he/she must be self-motivated, have a sense of urgency and must truly enjoy travelling. The Sales Associate will also be required to learn about a vast array of products very quickly and independently.

The Sales Associate must also have excellent interpersonal skills. 60% of the job involves attending tradeshow and educating new distributors on how to help grow their business by selling personalized floor mats. Most of our tradeshow are held at large convention centers. These shows allow suppliers to have access to thousands of potential customers, each for only a few short moments. The sales associate must instantly make a connection and immediately start educating the customer on our products.

30% of the job involves training our existing customers on how to increase sales, as well as introducing new products. Most of this training occurs through customer visits, webinars, etc. A combination of these activities helps grow our customer's business and subsequently ours.

This division is extremely fast-paced. Anyone who works well at Logo Mats, LLC must not only have a huge desire to get the job done right away, but also have a high level of energy, and the drive and willingness to do whatever it takes to get a job done. Our current staff is extremely dedicated; most of our staff gets in early or stays late when needed to get the job done.

TRAVEL REQUIREMENTS: This position will require the individual to travel 150+ days per years. Trips generally range from 2-5 days and will occasionally require travel on weekends. In addition to tradeshow travel, customer visits will be conducted throughout the year.

QUALIFICATIONS: This position requires a bachelor's degree or higher, a strong working knowledge of Microsoft Office Suite (Word, PowerPoint, and Excel), and the ability to type a minimum of 50 words per minute. *Prior sales experience a plus.* Candidates must have the flexibility to juggle multiple tasks, and comprehend at a rapid pace. We are seeking a team player with excellent interpersonal communication skills, who is highly motivated, has a strong work ethic, sense of urgency, and is a self-starter. This position requires the ability to call on customers, conduct sales training meetings, provide product information, quote appropriate prices, and identify business opportunities to maintain and grow sales within existing accounts and develop new accounts. The ability to build influential customer/supplier relationships and bring something of value to each sales call is essential to this position.

PHYSICAL REQUIREMENTS: Must be able to lift and/or move up to 40 lbs.

WORKING CONDITIONS: Standard office hours when not traveling (8:00 am to 5:00 pm); however, overtime may be required.

BENEFITS: Logo Mats, LLC provides a comprehensive benefits package to include medical, dental, vision, life, and disability insurance. We also offer participation in our 401(k) and profit sharing programs.