

**Salesman**  
**Job Description**

Company Location Code:

FLSA Status (Exempt/Non-Exempt): Exempt

Classification: Salary plus commission

Reports to: VP of Operations

Approval Date: 12-1-14

Last Revised Date: 12-1-14

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**Purpose of the Job:**

Increase sales in a defined market:

Products: LED Lighting, Water mitigation, fire restoration, duct cleaning, carpet cleaning, basement water proofing, weatherization, flooring installations, cabinet installations and kitchen and bath remodels.

Geographic Area: Eastern Shore of Maryland, Central PA, Central Maryland

**Essential Primary Functions:**

1. Responsible for increasing profitable sales of product line in defined geographic areas.
2. Develop marketing plan for all product lines.
3. Serves as a representative of C.A.R.E. – Property Services, Inc.; displaying courtesy, tact, consideration, and discretion in all interactions with clients and with the public.
4. Appropriately price all job types; water mitigation, fire restoration, duct cleaning, carpet cleaning, basement water proofing and weatherization.
5. Ability to drive from customer site to customer site with a valid driver's license.
6. Ensures quality of work from team members.
7. Fully understands all program requirements and standards.
8. Help on work sites when needed. (Primarily emergency jobs)

**Other Functions:**

1. Other duties as assigned.

**Supervisory Responsibilities:**

1. None at this time.

**Core Competencies:**

1. **Interpersonal:** The individual focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control.
2. **Teamwork:** The individual balances team and individual responsibilities, exhibits objectivity and openness to others' views, contributes to building a positive team spirit and is able to build morale and group commitments to goals and objectives.

3. **Planning/Organizing:** The individual prioritizes and plans work activities and uses time efficiently.
4. **Quality:** The individual demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors own work to ensure quality.
5. **Quantity:** The individual meet productivity standards and completes work in a timely manner.
6. **Safety and Security:** The individual observes safety and security procedures and uses equipment and materials properly
7. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals and completes tasks on time or proposes an alternate plane to the appropriate team member.
8. **Technology:** Must be proficient with the use of a laptop, excel. Word, email, etc.
9. **Appearance:** Must look neat and clean in accordance with company dress code.

#### Skills and Equipment Knowledge Requirements:

1. Computer literate

#### Education and/or Experience:

1. Associates degree preferred or equivalent work experience.
2. High School Diploma or equivalent
3. Preferred 3 years of relevant experience.

#### Certifications and/or Licenses:

1. Valid Driver's License with clean safety driving record
2. Clean Criminal history
3. Green Trust Certified in Mold and Water Mitigation/Fire Restoration

#### Physical Demands:

He physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Have full range of mobility in upper and lower body.
2. Be able to work in various positions, including but not limited to: stooping, standing, bending over, sitting, kneeling, and squatting for occasional periods of time.

#### Work Environment:

1. Occasional exposure to outdoor weather temperatures and conditions.
2. Occasional exposure to elements such as odor, noise, dust, heat, cold and fiberglass.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. C.A.R.E.-Property Services, Inc.'s management reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Acknowledgement**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty and task. I also agree management retains the right to change this job description at any time.

\_\_\_\_\_  
Employee PRINT Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor PRINT Name

\_\_\_\_\_  
Date