



Position: Architectural Sales Representative

Purpose:

To provide the highest level of customer service to the Architectural and Design community, this includes professionally presenting Crossville Tile & Stone and the commercial product offering i.e. Stone, Quarry, Porcelain, Ceramic, Specialty Tiles and Allied Products all while maintaining the Crossville Tile & Stone standards, values, and teamwork to achieve the overall goals.

Duties, Responsibilities:

1. Identify top 50 Architects and Designers in your geographic market and develop a strong relationship with key contacts.
2. Update libraries with Crossville Tile & Stone product offerings, i.e. architectural chip books, architectural resource binders and all other specialty tile products and allied materials.
3. Make appointments for Architectural Luncheon Seminars with your top Architectural and Designs firms. Arrange formal meeting to stress the features and benefits of the Crossville Tile & Stone commercial product line and Crossville Tile & Stone itself.
4. Use Dodge reports to keep abreast of upcoming projects with current and new architectural firms.
5. Architectural Representatives should possess the following Skills:
 - a. Be self-motivated with a high energy level and a willingness to go the extra mile.
 - b. Should be good listeners and make eye contact and are able to focus on the task at hand.
 - c. Strong follow-through skills. A good AR completes all the recommended reports that are important to the success of that person and the program on a timely basis.
 - d. Be a good communicator. Be willing and able to teach and share ideas with other in a group or one on one, and be able to comprehend reports.
 - e. Have a professional appearance: Must have good hygiene, appropriateness of dress (tattoos are not to be in plain sight or cover with a bandage, jewelry should be modest and piercing will be of the ears only).
 - f. Prepare a formal and rehearsed presentation of MT products, services and company strengths





6. AR personnel will occasionally perform informal inside sales. They must be willing and able to work with the other sales team members to update the sales staff on the new commercial products offerings and incorporating specialty items with current inventories to promote the entire product line
7. The AR should always be well prepared by doing their research on the customers, and their competition.
8. The AR must sets Objectives and works within the Crossville Tile & Stone profile to reach these objectives.
9. The AR will need to ask open ended questions; know the features and benefits of Crossville Tile & Stone and the commercial Product offering.
10. It is required that all weekly, Bi-monthly and monthly reports are submitted on time to your immediate supervisor.
11. The AR must establish a weekly and monthly itinerary to assist in your day-in-day-out Architectural and Designers calls.
12. AR's should join affiliation (i.e. ASID, AIA etc.) and participate in their monthly meeting and product seminars.
13. Keep current all registration of large projects over 3000 sf with Crossville Tile & Stone and registration of all projection from our outside vendors all the time
14. Identify regional and or national accounts, and complete necessary report.
15. Stay abreast of new products and trends in the commercial arena.

Relationships and Communication

Report to the District & Regional Sales Manager via phone, email, or voice mail, on large projects, special orders, needs and or requests, on a regular basis, have a willingness to except outside help from factory representatives.

Personal skills and characteristics should include:

Skills:

Well developed inter-personal and communication skills, presentation skills, negotiating skills, organization skills, listening skills and ability to work well with others.

An openness to accept new techniques in product knowledge, training and problem solving. Work within the team scope of Crossville Tile & Stone on relationships and completing the tasks on a timely basis.

Character Traits:

Tenacity, confidence, sincerity, aggressiveness, persuasiveness, team oriented, self-motivated, ethical, enthusiastic, punctual, takes direction well, integrity, personality,





courteousness, approachable, career minded, determination, desire to be successful, professional appearance goal oriented, assertive, and objective.

Accountability:

Responsible for maintaining A&D customers within said territory and completing reports and goals in said time frame

Compensation:

Salary plus commission/bonus (based on experience in the field) and established company benefits.

All Commissions/bonuses will be based on achievement of individual's sales goals and objectives on a monthly basis.

