TITLE: Truck Salesperson (New and Used)

REPORTS TO: General Sales Manager or General Manager

POSITION INFORMATION:

The Truck Salesperson sells new and used medium- and heavy-duty trucks in accordance with established profit and customer satisfaction objectives.

DUTIES AND RESPONSIBILITIES:

(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

E( ) M( ) Meet or exceed objectives for new- and used-truck deliveries established by the dealership.

E( ) M( ) Communicate with and provide service to all walk-in and call-in customers on assigned floor days.

E( ) M( ) Use all reasonable methods of prospecting for new- and used-truck customers on a daily basis, either by telephone or by making calls to individuals and businesses outside the dealership.

E( ) M( ) Follow up with and provide ongoing service to existing customers.

E( ) M( ) Demonstrate new and used trucks to customer. (May include test drives.)

E( ) M( ) Close new- and used-truck deals.

E( ) M( ) Write complete sales orders, secure deposits, and process paperwork in accordance with established dealership policies.

E( ) M( ) Prepare purchaser statements.

E( ) M( ) Deliver new trucks, explaining new-truck warranty and service policies.

E( ) M( ) Attend sales and training meetings.

E( ) M( ) Prepare and turn in to the Truck Sales Manager outside sales call reports, listing who was called, what units were quoted, and units available for sale, if applicable.

E( ) M( ) Continually study truck and equipment specifications to improve knowledge of product performance and application.

E( ) M( ) Notify Truck Sales Manager of essential reconditioning needs for used trucks.

E( ) M( ) In the absence of the Used Truck Manager, inspect possible trade-ins with the Used-truck Mechanic and prepare appraisal sheets.

E( ) M( ) Coordinate the completion of reconditioning within prescribed cost and time limits.

E( ) M( ) Buy used trucks from auctions, other dealerships, individual sellers, etc.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Working knowledge of the major components of all makes of Class A trucks. Commercial driver's license. At least one year of experience in an automobile sales position. At least six months of experience in a medium- to heavy-duty truck dealership. Professional personal appearance. Excellent communication skills. Ability to sell a minimum quota as determined by the dealership.

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WORKING CONDITIONS:

Will move throughout the lot to demonstrate trucks to customers several hours during each shift, outside. Will climb into trucks for appraisals and test drives. Will lift up to 100 pounds. Will leave the dealership several times a week to buy trucks from other locations and to call on prospects and customers.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer