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3600 E. 36<sup>th</sup> Street  
Tucson, AZ 85713  
520.747.1400

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## JOB TITLE: CORPORATE SALESPERSON

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Exempt: (Y/N): Exempt

Salary Level: Salary guarantee for up to 1 year based on experience, then draw against commission.

Shift: FT, 45-50 hours/week

Location: Tucson, AZ

Department: Commercial Sales

Employee Name:

Supervisor: M. Dircks/B. Stephens

Prepared By: Matt Dircks

Date: 9/17/19

Approved By:

Date:

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### SUMMARY

Generate revenue by selling and managing commercial moving, move management and warehousing and distribution projects to corporate customers, as well as supporting corporate sales initiatives. This is a Tucson based position with some travel required as needed to service customers or projects in other markets. This is a position on an established team with each person responsible for individual revenue goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop leads for commercial moving and related services.
- Network with potential customers and customer influencers.
- Perform site visits/walk throughs to develop project scopes.
- Prepare and present proposals to accounts.
- Book moves/close moves to achieve agreed upon revenue goals.
- Establish and maintain good rapport/relationships with account contacts.
- Perform monthly to quarterly in-person visits to account contacts.
- Work with internal customer service and operations teams to properly prepare for upcoming projects.
- Work closely with internal Project Management team on larger projects to see them through to successful completion.
- Establish relationships and work with vendors who support projects.
- Confirming move details, special requests, verifying dates, addresses, storage information, payment information, customer contact as needed throughout each move.
- Resolving conflicts or issues with customers and accounts.
- Reviewing and addressing billing questions with Billing & Rating to ensure timely, accurate and efficient billing.
- Attending and participating in regular sales meetings to discuss current issues, receive additional training, etc.



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- Maintaining and submitting monthly account summary reports.
- Generating new one time move business and account business with ongoing needs in multiple markets.
- Supporting Accounts Receivable in collection efforts on past due invoices.
- Be available for customers and crews when projects are in progress and be an onsite supervisor for moves, as necessary.
- Must be able to work in a fast pace environment with ability to connect and work from the field.

#### **SUPERVISORY RESPONSIBILITIES**

This job currently has no supervisory responsibilities.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (BA or BS) or equivalent. Must have a minimum of 2 years' experience in outside sales where the person has generated their own leads. Industry experience preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.



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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand the above job description and understand that additional duties and responsibilities may be assigned.

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Employee Name

Date

