

Job Title: Recycling Specialist
Department: Sales
Reports to: Chief Marketing Officer
Organization Name: ERI Inc
Organization Web Site: <http://www.electronicrecyclers.com>
About Our Organization: We recycle electronics.
FLSA Status: Exempt

General Purpose:

Duties consist of developing, soliciting and maintaining favorable relationships with new and existing clients in order to increase revenue. Ensures the organizations services constantly meet the client's needs.

Responsibilities:

- Promotes and sells ERI's services through direct customer contacts within an assigned geographical territory.
- Generate predetermined goals on both a monthly and annual basis.
- High degree of client contact through face to face interaction, telephone, and written responses.
- Develop and update their knowledge of their employer's and competitors' recycling services and speak with other sales and marketing personnel to work out the best methods of promoting services.
- May be responsible for sustaining and renewing client contracts.
- Develop additional business through extraordinary customer service and rapport building.
- Carry out formal presentations of services using Power Point and other training aids, attend promotional markets and organize service displays.
- Use e-business technology.
- Upkeep of daily reports to Chief Operating Officer and Chief Marketing Officer.
- Maintain client files.
- Stay abreast of accurate pricing for clients at all times.
- Request and coordinate all activities and workers for the collection events clients are holding.
- Must submit approved expense reports to Accounts Payable by the 15th of each month for the proceeding month.
- Adheres to all safety rules of the company.

Qualifications:

Education and Experience:

Education and Experience

Years of Experience: 2-5 years

Working Conditions.

Sales representatives spend a lot of time traveling from one location to another, as well as being provided professional and supportive office space at ERI's main office.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively and efficiently on a computer. This will involve e-mails and database knowledge
- Ability to work without direct supervision
- Familiar with a variety of electronic recycling concepts, practices, and procedures
- Ability to develop constructive and cooperative working relations with others, and maintain them over time
- Ability to plan and prioritize work
- Possess a desire to build a successful start-up business

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. ERI adheres to the provisions of ADA regarding reasonable accommodation procedures.

Activity	never	occasionally	Frequently	constantly
Sitting		X		
Walking		X		
Standing		X		
Bending Neck			X	
Bending Waist		X		
Squatting	X			
Kneeling		X		
Crawling	X			
Twisting Neck	X			
Twisting Waist	X			
Repetitive Hand Use			X	
Simple Grasping R. Hand		X		
Simple Grasping L. Hand		X		
Power Grasping R. Hand	X			
Power Grasping L. Hand	X			
Pushing & Pulling R. Hand	X			
Pushing & Pulling L. Hand	X			
Reaching Above Shoulder		X		
Reaching Below Shoulder		X		
Lifting		X		

I have read and understand my job requirements and had the opportunity to ask and receive answers to my questions.

Date: _____

Employee

Signature: _____