

Rocknel Fastener, Inc.

Position title	Department	Reports to
Outside Sales Representative	Outside Sales	Senior Manager-Sales
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	01/01/2022

Position Summary

We are looking for an outside sales representative. This person will work directly with customers, sending quotes, negotiating prices, and responding to various customer requests.

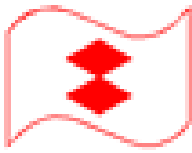
Duties and Responsibilities

- Performs outside sales/customer request responsibilities by in-person visits, telephone, mail, and e-mail.
- Provides quotations, product information, and samples when needed.
- Performs outside sales activities to obtain new customer needs and new product information.
- Provides key support to customer and Rocknel factory from timing of new product launch thru mass production.
- Provides key support for customer requests related to pricing, delivery date, quality, technical issues, and so on. Confers with internal staff at factory to resolve these issues.
- Communicate with the head office in Japan.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- 2-5 years' experience working for a Japanese company.
- Prefer outside sales experience working in the automotive and fastener industries.
- Knowledge of the automotive industry a plus.
- Reliable and good work ethic.
- Computer skills; Word, Excel, PowerPoint, etc.
- Demonstrates effective oral communication.
- Japanese conversational skill is preferred, but not required.
- Prioritize, organize, and accomplish work efficiently.
- Move quickly from task to task with minimal errors and/or omissions.
- Always follow all OSHA and company safety guidelines.

Physical Demands and Work Environment



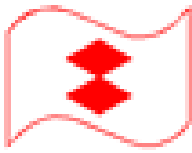
Rockwell Fastener, Inc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Must wear Personal Protective Equipment (PPE) which is required in designated areas.
- Must be able to travel. This job is 60% office, 40% travel for customers.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.



Rockwell Fastener, Inc.

Job Description Acknowledgement

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and title: _____

Date: _____

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.