



### **About 4-State Maintenance Supply**

Founded in 1985, 4-State Maintenance Supply has been serving the sanitary and maintenance supply needs of Kansas, Oklahoma, Missouri and Arkansas for 37 years. Through those years, we have made great efforts to select the finest brands of cleaning supplies and equipment from suppliers that maintain up-to-date technological advancements so as to continuously improve our ability to serve our customers. 4-State Maintenance Supply focuses on solution selling, customer education, and product expertise in key commercial market segments including hospitality, education, restaurants, healthcare and more.

### **Outside Sales Representative**

Outside Sales Representatives are responsible for increasing sales by developing and maintaining relationships with customers and clients. Responsibilities include prospect and qualify new leads, develop key relationships and identify and resolve customer concerns, following up on potential sales leads and maintaining relationships with existing customers. Outside Sales Representatives may also recommend marketing strategies designed for a target market.

### **Requirements:**

- High School Diploma required
- Previous experience in sales/marketing or business preferred
- Valid driver's license

### **Responsibilities:**

- Maintain a comprehensive knowledge of products and procedures related to our company's product inventory and services.
- Develop and preserve relationships with clients and customers, both current and potential.
- Communicate with customers and sales support staff via email and other forms of technology.
- Gather market and customer information to improve company position in the territorial market.
- Negotiate variations in price, delivery and specifications with management and sales support staff.
- Attend sales meetings, staff debriefings (in person or via conference call), and trainings to promote forth coming product launches and development, and to also acquire additional knowledge of products and services.
- Support purchasing with gathering knowledge of the market and assist in expediting existing orders and in moving dead/slow inventory from the warehouse by analyzing previous sales and utilizing all available sources to generate interest.
- Assist customers with quantities to maintain adequate inventory and product offering.
- Communicate with sales management on a weekly basis, to keep company aware of market.
- Maintain awareness of sales performance and work to grow territory and, ultimately, the company.
- Conserve cost guidelines with customers to meet both customer and company expectations.
- Sustain a degree of professionalism that creates a high level of personal worth to the company.
- Work with an exceptional level of integrity and curiosity at all times, maintaining all sales efforts with a highly-ethical scope of performance.
- Measure and quote all flooring jobs (gym, carpet, and epoxy) and gathering all the pertinent information required for the job to be done.
- Provide routine support and maintenance on machines and equipment sold by our company or used in demonstrations, while having the ability to educate customers in an effort to avoid further damage and customer disapproval.

### **Benefits**

- Medical, dental, vision, and life insurance
- Retirement simple plan with company match
- Bonus opportunities
- Paid vacation and sick days
- Company car, phone, and computer provided

**Email your resume to:**  
**support@4statemaintenance.com**

**or**

**Apply in person at:**  
**503 N Cline Coffeyville, KS**  
**67337**