



## HARLOWS BUS SALES INC

### Bus Sales Representative

---

**Department:** Sales

**FLSA Status:** Exempt

**Grade/Level:**

**Work Schedule:** Monday-Friday

**Job Status:** Full Time

**Reports To:** Sales Manager

**Amount of Travel Required:** >75%

**Positions Supervised:** N/A

#### POSITION SUMMARY

Sells new and used buses through our dealerships. Negotiates with customer on price and determines timeline for sale. Effectively upsells support product with bus sales. Coordinates with service and parts department for equipment readiness and delivery timelines. Prepares written evaluations of trade in vehicles.

#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

##### Essential Functions Statement (s)

- Manage the location effort to sell a wide variety of new/used buses to a wide ranging customer base
- Assist customers with new/used bus acquisition process
- Maintain a professional demeanor with all customers and co-workers
- Prepare written vehicle evaluations for potential trade-in vehicles
- Work with Sales Manager to determine correct fleet mix for optimum sales opportunities
- Continually develop relationships with potential repeat customers
- Ability to work with finance department and financial service institutions to assist customers with finance options for their purchase
- Clear and timely communication with service and parts department in regards to ensuring that buses are made sales ready in time for delivery
- Maintain proactive sales effort including personal visits to customer sites as well as ongoing telephone solicitations and inquiries
- Learn, understand and be able to assist with the administrative side of the sales process including invoicing, collections, and licensing/titling
- Learn and stay on top of industry trends including vehicle specifications, manufacturing processes, customer requirements, compliance needs and changes in technology
- Comply with all federally, state or local mandated rules and regulations as well as all company safety procedures and rules.
- Assist Sales Manager with other duties as needed within the process of selling vehicles.

**POSITION QUALIFICATIONS**

**Education:** Associate’s Degree (two year college or technical school)

**Or**

**Experience:** five to ten years related experience

**Computer Skills:**

- Competent skills in dealer software. Working knowledge of Microsoft Word, Excel, and Outlook.

**Other Requirements**

- Knowledge and experience in a dealership environment, experience with the sales process of school and/or commercial buses or specialty vehicles, or the demonstrated ability to quickly learn them is preferred. Current CDL license is also required.

**PHYSICAL DEMANDS**

**Physical Demands**

		<b>Lift/Carry</b>	
Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity 33%-66% of the time (2.5 – 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and / or assign tasks for the employee to perform, as the Company may deem appropriate.