

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Territory Manager

DEPARTMENT: Sales

IMMEDIATE SUPERVISOR: Vice President of Marketing and Sales

FLSA: Exempt

SUPERVISION RESPONSIBILITIES: No

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Promote Summers Manufacturing Co., Inc. and its products by providing outstanding customer services in all areas of farm implement equipment before, during and after a sale is made.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Travel throughout assigned territory to call on regular and prospective customers to solicit orders or talk with dealers concerning equipment needs.
- B. Attend implement dealer trade shows and open houses to promote products.
- C. Conduct field demonstrations.
- D. Keep alert of current and future farming trends and needs.
- E. Set call schedules for each account. Establish travel and other routine plans for sales calls.
- F. Establish sales projections.
- G. Quote prices and credit terms and prepare sales contracts for orders obtained.
- H. Monitor delivery dates and oversee delivery to ensure customers receive their orders on a timely basis.
- I. Devise new ways to market products.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. High School diploma or equivalent, required.
- 2. Valid driver's license with a clean driving record, required.

B. Experience Requirements

- 1. Knowledge of Summers Manufacturing Co., Inc. products, required.
- 2. Two (2) years sales experience, required.

3. Basic computer skills required. Experience with Microsoft Outlook, Excel, and Word or equivalent software, required.

C. Physical Requirements

This position will involve that physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting and other such exertion necessary to become and remain familiar with plant type work:

1. Ability to walk and stand for long periods, up to six (6) hours per day, required.
2. Ability to stoop, bend and/or reach over head several times during the day, up to six (6) hours each day, required.
3. Ability to kneel or crawl several times during the day, up to four (4) hours each day, required.
4. Ability to climb and balance several times during the day, required.
5. Manual dexterity, required.

D. Lift and Carry Requirements

1. This position requires frequent lifting and carrying of machine parts weighing up to 50 lb. in the following situations:
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying raw materials short distances up to 20 feet.
2. This position requires frequent lifting and carrying of machine parts, weighing over 70 lbs. using hoist or forklift.

E. Equipment/Tools Requirements

1. Ability to utilize office machines such as, telephone, fax machine, photocopier, etc., required.

F. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.

4. Ability to work around loud noises, required.
5. Ability to work in adverse weather conditions, required.

G. Communication Requirements

1. Excellent communication skills, required.
2. Ability to work as part of a team, required.
3. Ability to learn and present technical material, required.
4. Excellent public speaking skill, required.

H. Other Requirements

1. Ability to perform overnight travel, up to four (4) nights per week, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.