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# Example of Architectural Sales Representative Job Description

Our innovative and growing company is searching for experienced candidates for the position of architectural sales representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for architectural sales representative

* Expect approximately 30 - 50% travel from the primary territory (where the virtual/home office will be based)
* Make appointments for Architectural Luncheon Seminars with Architectural and Designs firms arrange informal meetings to develop relationships and projects
* Must be comfortable with an initial singular product focus in support of our wallboard product category
* Travel to 2 – 3 markets will be required with approximately 30 - 50% travel
* Maximizes USG's short and long-term growth in sales volume, gross profit and industry position, focusing on USG’s Ensemble™ and Ceilings Plus™ product portfolio
* Travel to 2 – 3 markets will be required with approximately up to 30% travel
* Drive sales and increase market share to meet the plan objectives for the territory, and corporate growth
* Grow with a developing team of sales representatives to meet the objectives of our strategic market plan
* Maximizes USG's short and long term growth in sales volume, gross profit and industry position across our ceilings product line number of other growth initiatives
* With a virtual office based in Atlanta, expect approximately 30 - 50% travel

## Qualifications for architectural sales representative

* Minimum of 1 years of experience working the Architectural and / or Construction Industry
* Maintain ongoing relationships with key customers, assuring thorough and accurate order processing, suggesting alternative products and services, and providing support in the resolution of customer complaints and issues
* Provide customers with timely and accurate information with respect to our product availability, shipping capabilities, and the status of orders from time of order receipt through order shipment, delivery, and payment of invoice
* 3+ years of relevant experience and/or obtained technical product training
* Experience with glass systems is preferred
* Experience in building or lighting control management a plus