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# Example of Architectural Sales Representative Job Description

Our company is searching for experienced candidates for the position of architectural sales representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for architectural sales representative

* Generate new and repeat sales by providing product and specification information in a timely manner to direct and indirect customers
* Recommend alternate products based on profitability, availability and specifications
* Proactively "sell" items needed by customers to increase profitability and customer satisfaction
* Utilize CRM to track, update and communicate projects to the outside sales team
* Sell features and benefits of products in order to increase sales and customer satisfaction
* Fill request for submittals including samples
* Setup and maintain customer files in CRM
* Expect approximately 30 - 50% travel from the virtual office located in the Miami metro area
* Promote Oldcastle masonry and veneer products to architectural firms, design build firms, and other companies that specify masonry products
* Maintain current architect account base and develop new accounts for revenue growth

## Qualifications for architectural sales representative

* Building Automation Systems experience preferred
* Floor covering sales and or slab experience preferred
* A minimum of two years of Architectural Sales experience or Project Management experience in the industry preferred
* Must have a minimum of 5-yrs experience call on Commercial Architectural + Design Firms
* Strong follow-through skills and organization skills
* Be a good communicator and listener