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# Example of Architectural Sales Representative Job Description

Our growing company is looking for an 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

* Communicates and collaborates within the Architectural Sales team, Ceilings Division Management team, and other USG departments and divisions
* Educates the customer by providing lunch and learns, pertinent literature and samples
* Maximizes USG's short and long term growth in sales volume, gross profit and industry position, with a particular focus on Gypsum and Performance Materials panel products
* Proactively builds relationships with architects, interior designers, spec writers, owners, construction managers and general contractors to increase preference and demand for USG products and systems
* Communicates and collaborates within the Architectural Sales team, Architectural Management team, and other USG departments and divisions
* Actively tracks projects in the early design stages to influence the specification and identifies applications on projects where gypsum panels would be a solution
* Launches and promotes new gypsum panel products while maintaining support of core gypsum panels
* Monitors competitive activity and strategically promotes USG's offering
* Assists in answering all technical questions pertaining to gypsum panels including testing, applications, code and performance
* Analyzes architectural drawings and details to confirm accuracy or suggest a better solution

## Qualifications for architectural sales representative

* Five years or more of successful sales experience in industrial sales required
* A minimum of two years of Architectural Sales experience or Project Management experience in Architecture, Design, or a related field preferred
* 3-5 years of lighting/Window coverings experience preferred
* Experience with architectural sales, account management, and project management
* Experience working with contractors and subcontractors
* Experience and interest in sustainable design and energy efficiency (LEED Credentials a plus)