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# Example of Distributor Job Description

Our innovative and growing company is looking for a distributor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for distributor

* Estimates/quotes projects
* Provides requested literature to distributors
* Writes order changes
* Orders samples for distributors
* Communicates with Territory Sales Managers regarding special requests on specific orders
* Writes order headers for jobs to be written in the Orderwriting Department
* Ensures specification sheet is filled out properly by distributors for internally written orders
* Completes Check Sheet for orders written internally
* Fills in for Inside Sales Representatives as needed
* Represents all product lines of the Company to assigned distributors mainly covering the aftermarket

## Qualifications for distributor

* Customer service /direct customer interface experience highly desired
* Must be detail oriented and have the ability to read blueprints or templates and picture a mechanical assembly
* Must be comfortable with dimensional math and basic ratio calculations
* Demonstrated organization, planning, time management, analytical and problem solving skills are preferred
* Must be willing to work in a highly collaborative, team-based environment
* Support business partner initiatives to maximize sales results