



# Example of Architectural Sales Representative Job Description

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Our company is looking for an architectural sales representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for architectural sales representative

- Provide service support to contractors, architects, developers and homeowners in concert with Milgard dealers
- Support the order fulfillment process by working extensively with inside consultant reps, production personnel, customer service, credit, and delivery
- Develops new architectural customers by marketing company product lines and offering value-added services, availability of information and specification writing service to targeted architectural firms, CHD's and end users
- Routinely updates architectural firm libraries with the latest dormakaba catalogs and marketing material
- Develops annual strategies, tactics, and contingency plans, in conjunction with the DDM, to increase specific market share
- Provides customers with on-site specification consultation, delivers high level, professional presentations, and provides system specifications and project coordination to best achieve the required sales objectives
- Coordinates product substitution and navigates approval procedures
- Works with Regional Sales Manager, DDMs and other sales personnel to coordinate sales calls, specification bid coverage, end user specification guides/design standards, project tracking (McGraw Hill/Dodge, CMD), growth strategies and other marketing strategies to sell as much of the dormakaba "package" as possible
- Creates finish hardware 08710 specs, including door hardware sets,

- Responsible for ensuring that all specifications meet relevant national building codes, fire life safety codes, ADA, laws and standards

## Qualifications for architectural sales representative

- Bi-lingual, English and Spanish, speaking and writing abilities preferred
- USG sponsored training courses will be scheduled to thoroughly understand value-proposition, positioning strength, and overall strategy
- BS in Architecture, Architectural Engineering, Construction Engineering or related degree with a greater than 3.0 GPA
- 5+ years of prior architectural sales or industry experience desired
- Demonstrated ability to learn technical products, their benefits, and specifications
- Experience solving complex problems within a team environment