

**HOUSTON WIRE & CABLE COMPANY**  
**JOB DESCRIPTION**  
**SALES JOBS**

<b>JOB TITLE</b>	INSIDE SALESPERSON			<b>DATE</b>	05/01/2007
<b>JOB CODE</b>	61070	<b>EEO CODE</b>	4	<b>FLSA CODE</b>	EXEMPT
<b>IS THIS A SUPERVISORY POSITION?</b>		NO	<b>SALARY GRADE</b>		7
<b>JOB LOCATION</b>		HOUSTON/VARIOUS LOCATIONS			
<b>JOB PURPOSE AND SCOPE:</b> Purpose of the position.					
Responsible for inside sales of specialty wire and cable products to electrical wholesale distributors; negotiates price and product options to achieve gross margin objectives; must be knowledgeable of competitors' product pricing and inventory availability; considers product availability and shipping cost between company's warehouse locations and customers' destinations to minimize freight expenses.					
<b>ESSENTIAL JOB FUNCTIONS:</b> Functions essential to attaining job objectives.					<b>% OF TIME</b>
1. Sells a wide variety of specialty wire and cable products to industrial customers through accredited electrical wholesale distributors, end-user clients and contractors; negotiates price, quantity and delivery terms to maximize gross margin. Is constantly aware of competitors' pricing practices and inventory availability to make certain of market pricing levels for products he/she is selling.					50
2. Evaluates customer needs to determine the appropriate wire and cable product and alternative construction which would meet the job or project requirements.					15
3. Contacts wire and cable manufacturers directly to obtain price and delivery information on non-stocked wire and cable products. Works closely with Purchasing Department at all times.					6
4. Determines the overall customer expense for delivery and transportation from various company warehouse locations; coordinates with other branch offices to minimize shipping expense for customers.					5
5. Responds to a variety of customer needs such as providing technical information on products and meeting special delivery or packaging requirements; coordinates answers to customers questions through manufacturer/billing/credit/warehouse personnel as needed.					5
6. Solicits bids directly from end-users, such as engineering and construction companies, for the purpose of participating in the bidding process. Provides technical information to end-users for immediate and future projects.					5

7. Performs telemarketing and cold calling functions. Follows up on internet leads generated from trade shows or HWC website hits.	8
<b>MARGINAL DUTIES:</b> Secondary or non-essential functions of the position.	<b>% OF TIME</b>
<ol style="list-style-type: none"> <li>1. Trains customer service representatives.</li> <li>2. Attends customers' functions and makes calls when emergency field assistance is needed or HWC representation is required. Works closely with Outside Salespersons.</li> <li>3. Conducts customer seminars explaining Company's capabilities, and physical, chemical and electrical features, benefits and characteristics of electrical wire and cable products.</li> </ol>	<p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p>
<b>EQUIPMENT/WORKING ENVIRONMENT:</b> Machines, devices or types of vehicles used on the job.	
<p>Computer terminal Calculator</p>	
<b>TECHNICAL SKILLS AND ABILITIES:</b> Specific skills required to perform this job.	
<p>Comprehensive understanding of basic electricity, insulation and jacketing compounds and environmental requirements. Understanding of electrical codes: IEEE, National Electrical Code, IEPC, IPC, etc. Must be self-motivated, conscientious and confident. Must have mechanical background and/or aptitude. Must display a strong working knowledge of Microsoft Office software.</p>	
<b>JOB STANDARDS:</b> Minimum qualifications needed to perform essential job functions, including work experience and education/certification.	
<p>Requires specialty wire and cable product knowledge acquired through directly related experience, and quantitative/selling skills normally acquired through 3-7 years related experience in sales; position also requires excellent written and verbal communication skills in order to work directly with customers. Degree preferred.</p>	
<b>NOTE:</b> This description is not an exhaustive list of all job functions, duties, skills and job standards required. Other job functions, duties, skills and standards may be added. Management reserves the right to add or change the job requirements at any time.	