Midwest Industrial Rubber, Inc.

MIR is the premier independent, specialty fabricator and distributor of light weight conveyor belting and accessories in North America. MIR was founded in January 1980 in response to the needs of manufacturing facilities to have in-plant expertise, as well as access to products and services that minimize downtime and increase productivity. Our focus is on providing value-added products and services through our 14 full service sales and fabrication facilities located across the U.S. Our corporate headquarters is in St. Louis, Missouri.

Over the years, we have expanded across America as more and more of our customers requested service in close proximity to their facilities. We have customers in food processing, paper converting & print, package handling, plastics & metals, distribution & warehouse, and other general industries. We continue to expand our customer base by adding innovative, continuous improvement initiatives, and overall value-added services that remain unparalleled to our market competitors.

Position Profile

Job Title: Industrial Sales Representative
Reports To: Regional Manager or Sales Manager

SUMMARY
The Industrial Sales Representative will be responsible for growing existing accounts, prospecting and securing new customers. The representative will increase profitability by promoting belting and related products by providing technical support and world class service to new and existing customers within their territory.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

❖ **Sales**
Travels throughout assigned territory calling on existing and prospective customers to develop business; Displays or demonstrates product, by utilizing technical knowledge obtained through on-going training.

❖ **Surveys and Quotes**
Prepares surveys of customer’s equipment and product needs; Quotes prices and prepares sales contracts for business obtained; Works with inside sales representatives and other support staff to keep account activities up to date.

❖ **Sales Research**
Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, Internet Web sites, and other sources.

❖ **Customer Service**
Estimates date of delivery to customer, based on knowledge of company’s production and delivery schedules; Investigates and resolves customer problems with deliveries.

❖ **Vendor Contact**
Develops and maintains relationships with purchasing contacts.
Sales Management
In addition to the above duties, the industrial sales representative is responsible for the quality and quantity of work processed for customers assigned to their territories; Responsible for all customer related tasks not specifically assigned to the production manager, office manager, inside sales or branch manager; Responsible for timely submission of necessary information for National Account reporting purposes.

Training
Based on previous experience of the individual, in-house training of 9 – 12 months in production shop and inside sales provided.

Shop training: The duration of this program is six months in length, depending on the skill level of the individual and territory availability. This will include, but not be limited to: fabrication, shipping and receiving, surveys and installations.

Inside Sales and Office Training: The duration of this program can be from three to six months. This will include, but not be limited to: customer communication, vendor contacts, order entry, marketing and overall office paperwork procedures.

Maintain Professionalism
Projects a professional and courteous demeanor when communicating with supervisors, co-workers, staff, customers and suppliers.

Education
- Bachelors Degree Preferred

Behavior and Communication Skills
- Excellent Verbal and Written Communication Skills
- Strong analytical and problem solving skills
- Ability to effectively present information in one-on-one and small group situations to supervisors, co-workers, customers and vendors.
- Interpersonal and team skills
- Act with integrity, demonstrate adaptability, and develop self through learning and feedback.
- Convey a sense of urgency, persistence, and commitment.
- Think strategically, analyze issues, use sound judgment, and innovate.

Physical Requirements
On a regular basis, lifting of average or heavy weight materials over 75 lbs, occasional bending, stooping and upper body & arm rotation, frequent pushing, pulling, sitting, standing and reaching and some climbing.

Valid driver’s license required
MIR’s Benefits

Our unwavering commitment to our employees has always been at the heart of our business, and we believe it is the key to our success. A skilled, educated and enthusiastic workforce is the best asset any company can have, and we value our employees’ potential for growth. To help our employees reach their goals, MIR offers tuition assistance and in-house training. And we promote from within, offering our employees opportunities for both internal advancement and relocation.

While we’ve grown significantly over the years, MIR is also proud to still have a small business atmosphere that values warmth and personal attention. You’ll never be just an employee number at MIR – each of our employees holds a valued place in our organization.

Our benefits include medical, dental, vision, life insurance, short-term and long-term disability, flexible spending account, 401k, and tuition reimbursement.

To highlight a few:

**Medical Insurance:** MIR pays 90% of the premium for employee-only coverage, leaving only 10% for the employee to pay for. We also offer family coverage and 10% of the premium is covered by MIR.

**Long Term Disability:** MIR pays 100% of the cost for each employee’s long term disability coverage.

**401k:** MIR contributes 3% of an employee’s salary. The employee is not required to match or contribute to receive the MIR contribution of 3%.

**Tuition Reimbursement:** MIR reimburses up to 90% of tuition, after 1 year of employment, for Undergraduate AND Graduate education.