



COMMERCIAL WAREWASHING,
CLEANING & LAUNDRY PRODUCTS

25 Commercial Drive
Brentwood, NH 03833
603.679.1222 office
603.300.7672 mobile
Service@SummitSupply.us

Position Profile: Sales Representative

Location: Brentwood, NH

Date: November 2023

Company Summary

Established in 1980, Summit Supply is a growing company that caters to the restaurant, hospitality and institutional trades. We specialize in warewashing, cleaning, on-premise laundry and paper products. For more than 30 years, we have served Northern New England, including New Hampshire, coastal Maine and Massachusetts, and now boast more than 1000 customers. Recently we became a franchisee of Gasket Guy, expanding our services to include refrigeration equipment gasket & related hardware replacement. We are also expanding our services to include HVAC condenser coil cleaning.

Position Summary

In this role, you will meet with current customers to recommend and promote products, equipment, & programs. There will be daily interaction with our company owner, management, service technicians, warehouse & office staff, and customers, and will report to the owner & sales manager.

Key Responsibilities include:

- Make use of marketing tools & website to recommend programs and solutions to customers
- Work with company sales manager & owner to identify and strategize new sales opportunities
- Work with sales manager, owner and office staff to provide customer proposals in a timely fashion
- Prepare and provide instructions & details to company staff for customer installations & deliveries
- Use your technician skills to provide ongoing training to customers' staffing for the use, operation & maintenance of commercial dishmachine equipment, products & dispensers
- Provide product and equipment demonstrations to customer and company staffing

Requirements & Qualifications

To perform this job successfully, an individual must be able to perform the duties listed above and exhibit the following knowledge, skills, and abilities in a satisfactory manner with or without reasonable accommodation:

- Successful completion of HAZMAT General Awareness, Driver Training and Security Awareness & Safety courses & certification
- Successful Forklift Operator training course & certification
- Strong communication and customer service skills, including written and verbal
- Attention to detail and strong follow-up skills
- Strong mechanical aptitude & troubleshooting skills
- Ability to pass and maintain D.O.T. physical screening
- Current driver's license and clean driving history

Education and/or Experience

Degree in Technical-related field; two years related experience and/ or training; or equivalent combination of education and experience.

Communication Skills

Ability to speak effectively with our customers and employees and foster a collaborative, positive approach to challenges and set a leadership example. Ability to read and interpret documents such as equipment brochures, operating and maintenance instructions, and procedure manuals. Ability to write routine proposals and correspondence.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.



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Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, stand, use a computer and mobile phone, and lift and move up to 50 pounds. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and occasionally lift and move up to 100 pounds.

Work Environment

While performing the duties of this job the employee is exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is exposed to caustic chemicals and risk of electrical shock. The noise level in the environment is moderate.
