



## **Job Opening Announcement Internal Sales Representative**

CZ-USA is seeking to fill the position of Internal Sales Representative. This position is responsible for growing sales and developing and maintaining the company's customer base in a geographic territory by maintaining contact with customers, dealers, and distributors over the phone, email, and in-person. The position requires work Monday through Friday, from 8:30 a.m. to 5:00 p.m.

### **Employment Requirements:**

- One year outside sales, major account experience in firearms related industry
- Ability to legally possess firearms under applicable laws
- Must be at least 18 years old
- Must know basic firearm safety
- Must have a high school diploma or equivalent
- Must be able to pass criminal background test and drug test
- Ability to add, subtract, multiply, and divide in all units of measurement
- Must be extremely accurate
- Must be proficient in spoken and written English
- Proficiency in basic computer skills
- Ability to use email and phone extensions
- Demonstrate a positive attitude and strong interpersonal skills
- Must have the ability to multi task, effectively manage time and prioritize responsibilities
- Must be punctual, meticulous and reliable
- Must have extensive knowledge of firearms and firearms industry
- Must be able to work 8-hours daily, 5-days weekly, Monday through Friday and occasional weekends
- Must be able to work overtime with paid compensation when required
- Must be available for occasional travel, including multiple-night stays.

### **Preferred Skills:**

- Associate's degree or higher
- Two (2) years' experience with hunting
- Two (2) years' experience with firearms sales

### **Essential Job Functions:**

- Maintain communication with assigned regional representatives, ensuring they have product necessary for all events and promotions.
- Maintain all special assignments and programs.

CZ-USA is an Equal Opportunity Employer.

- Answer customers' questions about products, prices, availability, product uses and credit terms using the phone and email.
- Recommend products to customers based on customer's needs and interests.
- Contact regular and prospective customers to demonstrate products, explain product features and solicit orders.
- Estimate or quote prices, credit or contract terms, warranties and delivery dates.
- Consult with clients after sales or contract signings to resolve problems, providing ongoing support.
- Provide customers with product samples and catalogs.
- Provides appropriate documentation on changes/corrections regarding terms of sales and pricing in a timely manner.
- Attend and work trade shows on behalf of company throughout the United States.
- Update job knowledge by participating in educational opportunities, regarding professional publications; maintaining personal networks; and participating in professional organizations.
- Notify supervisory personnel of any problems or concerns.
- Timely and regular attendance is required to ensure work flow is not interrupted.
- Maintain a clean and organized work area.
- Document actions by completing appropriate forms.
- Notifies Supervisory Personnel of any problems or concerns.
- Complete all required paperwork accurately and in a timely manner
- Assist all employees in department in completing their work when necessary.
- Adhere to all company policies and procedures.

**Physical Requirements & Working Conditions:** The following are the physical requirements of this position, which all workers filling the position must be able to do or withstand each day:

- **Medium work:** Exerting up to 50 pounds of force occasionally, and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- **Vision:** Close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; visual inspection involving small defects, small parts, and or operation of machines (including inspection); using measurement devices; and assembly or fabrication of parts at distances close to the eyes. Ability to see color.
- **Stooping:** Bending body downward and forward by bending spine at the waist.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Remaining upright on the feet, particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position.
- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- **Repetitive motions:** Making substantial movements of the wrists, hands, and/or fingers.
- The worker is subject to temperatures above 90 degrees for periods of more than one hour.
- The worker is subject to a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, exposure to high heat and exposure to chemicals.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, or gases.
- The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

**Interested applicants should email their resume and/or application to [resume@cz-usa.com](mailto:resume@cz-usa.com).**