



1300 West Washington Street
 West Chicago, IL 60185
 (630) 876-6763
 www.eagleflexible.com

Job Title:	Outside Sales Representative	Job Category:	Sales
Reports to:	General Manager	Location:	
Position Type:	Full-Time	Travel Required:	Approximately 50%
Number You Supervise Daily:	N/A	Date posted:	

Job Description

Role and Responsibilities

Eagle Flexible Packaging is a rapidly growing provider of printed flexible packaging. We are looking for a sales representative that can develop new customers and increase revenue for the organization. Eagle has an outstanding reputation for quality and a sincere appreciation for the opportunities our prospects and customers afford us. The sales representative will be ethical, professional, and respectful at all levels of the sales process during their aggressive pursuit of business development.

Specific Duties

- Prospect and develop customers that fit our manufacturing capabilities.
- Keep designated customer contact database up to date including activities and notes.
- Generate estimates as needed with approval from General Manager.
- Convert estimates into sales and turn over the sales with required details and specification to customer service for order processing.
- Be the central point of communication in the initial phases of business development and assist customer service as requested.
- Continuous prospecting for new marketing and client opportunities

Desired Outcomes/Results

- First year sales between \$500,000 and \$1,000,000 and the addition of new accounts

Education, Knowledge and Skills Required/Preferred

- Bachelor’s degree in Business Administration or similar field preferred
- Previous Sales experience
- Demonstrated work history of aggressive sales techniques and business development
- Experience with cold calling and relationship building

Physical Requirements

Submit your resume and cover letter to: hr@eagleflexible.com or fax (630) 876-6773;
 Subject line should contain the title of the position you are applying for.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	