

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **OCI SALES REPRESENTATIVE**

### **Basic Purpose:**

Positions in this job seek new/improved sales opportunities for Oklahoma Correctional Industries' (OCI) products and services.

### **Typical Functions:**

- Acquires and develops new accounts in an assigned territory; services and develops existing account base; contacts customers to solicit sales of OCI goods and services; assists with sales projects including customer conferences and trade shows.
- Coordinates sales efforts and information with OCI administrative staff and managers to ensure sales orders are filled; prepares and submits itineraries, records and reports of sales.
- Tracks market prices, trends and competitors' merchandise to keep marketing and sales management staff aware of competitive activity.
- Serves as a primary customer relations representative for OCI by handling customer complaints and initiating sales.

### **Knowledge, Skills, and Abilities:**

Knowledge of a variety of business sales techniques and methods. Ability to generate sales to communicate effectively both orally and in writing; to establish and maintain effective working and customer relations; to use appropriate information and communication technology.

### **Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Associate's degree and two (2) years of experience in direct outside sales experience or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and two (2) years of experience in direct outside sales.