



Position Title	Outside Sales Representative – Security	Position Code		Eff. Date	07/01/2025
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Job Code		EE Type	Salary	FLSA	Exempt
Location	AMICO – US	Department	Sales		
Reports to	National Sales Manager	Dotted Line Report			

Position Summary

Develops the market and business relationships with customers, buyers, and purchasing agents. Responsible for selling AMICO products to customers in designated territories by making physical visits to customer sites. Maintains a professional image of the Company. Integrity, passion, and in-person skills are essential for this role.

Primary Accountabilities (Essential duties:)

- Conducts number of set sales calls and presentations each week by physical visits to customer locations
- Perform professional presentations or demonstrations of company product(s) while on-site
- Find and develop prospective customers with trade focus as a priority
- Emphasize product/service features and benefits, quote prices, discuss credit terms, and prepare sales order forms and/or reports
- Generate and develop new customer accounts to increase revenue, by cold-calling if necessary
- Ensure follow-up by utilizing CRM system (Pipedrive) and by passing leads to Security Team members with calls-to-action dates, complete profile information, sources, and so on
- Always maintain professionalism, tact, diplomacy, and sensitivity to portray the company in a positive manner
- Actively manage call schedule to adequately cover assigned territory in a time-efficient manner
- Maintain accurate records, including customer interaction related notes in Pipedrive, expense reimbursement forms, billing invoices, and other documentation as required
- Build and maintain ongoing awareness of new products and services, competitor activities, and other research
- Maintain regular, reliable and punctual attendance as a fundamental function of the role.

Secondary Accountabilities

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Qualifications

To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.



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Education / Experience

An equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below.

Degree: Bachelor’s Degree

Years of Experience: Minimum 5 years related experience.

Competencies / Technical Skills

Core Competencies: Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Microsoft Applications; expertise in Excel and other data management tools as well as PowerPoint. Pipedrive and Oracle a plus.

Licenses / Certifications

None

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Conditions

Environment: Office/Outside Conditions Travel: 70%

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



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Employee Acknowledgement

I acknowledge that I have received, reviewed, and understand the job description for the position of Outside Sales Representative. I understand that it describes the general nature and level of work expected of someone in this position. I also understand that it is not an exhaustive list of all responsibilities, duties, and skills required for the role and that management reserves the right to modify this job description at any time, with or without notice.

I understand that this job description does not constitute a contract of employment and that my employment is at-will, meaning either the Company or I may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law or a written employment agreement.

By signing below, I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodation, and agree to perform the duties outlined herein to the best of my ability.

Employee Name (Print) _____

Employee Signature _____

Date _____