

**AMERICAN NATIONAL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Leasing/Cash Finder Sales Representative (136)

**DEPARTMENT:** Leasing/Cash Finder

**GRADE LEVEL:** G

**EEO TITLE:** 4 Sales Workers

**COST CENTER:** Metro Leasing 17

**CLASS:** Exempt

**JOB GROUP:** Sales

**DOO:** 9/97     **DOR:** 3/02

**JOB SUMMARY:**

Develop and maintain leasing relationships with existing vendors, and work with vendors to increase lease referrals. Establish new vendor relationships and Cash Finder prospects by calling on current and prospective vendors. Initiate, implement and monitor all areas of marketing for leasing product. Develop leasing program to show potential customers the advantage of leasing.

**ESSENTIAL JOB FUNCTIONS:**

1. Establish new relationships with leasing vendor and Cash Finder prospects/clients. (50%)
2. Develop and maintain leasing relationships with current vendors. Call on vendors to enhance current relationship or to increase lease referrals. (30%)
3. Implement marketing programs working with department manager to enhance sales throughout the company. (10%)
4. Prepare and maintain sales reports. (5%)

**MARGINAL DUTIES:**

1. Performs other related duties as assigned. (5%)

**NECESSARY KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of leasing and vendor sales financing.
2. Skill in operating various office equipment such as: personal computer, adding machine, copy machine, facsimile machine.
3. Ability to communicate both oral and written in a courteous and professional manner.
4. Ability to organize with attention to detail.
5. Ability to use independent judgement.
6. Ability to manage time effectively.

**EDUCATION & EXPERIENCE:**

1. Degree in Business Administration and/or equivalent work experience.
2. Three years previous experience in leasing, vendor/mfg retail financing.

**PHYSICAL REQUIREMENTS:**

0-24% 25-49% 50-74% 75-100%

Seeing: Must be able to read documents, computer screens, reports and other communication.				X
Hearing: Must be able to communicate with customers and co-workers.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling etc.:	X			
Fingering/Grasping/Feeling: Must be able to write and use keyboard and adding machine.		X		

**PHYSICAL DIMENSIONS:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Job involves sitting most of the time and if walking and standing are required, only occasionally.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.