



5399 W 1000 Rd
Centerville, KS 66014
913-756-2387

4008 Vernon Rd
Prescott, KS 66767
913-471-4310

Position: Salesperson

Reports to: Owner & Leadership Team

Purpose: Manage sales activities for steel, used equipment & dealership items

Job Description:

- Must have valid driver's license.
- Build & maintain professional relationship with customers via phone/text/email/fax & in person.
- Work closely with Owner on sales items and pricing; don't list items for sale without approval on both.
- Participate in weekly Sales Meeting's with Owner.
- Learn about all company products and pricing, keep sales book up to date with pricing and pictures
- Use Microsoft Office on a daily basis (must be proficient with excel, outlook, & word).
- Know your product, follow through to the end of the transaction with each customer.
- Confidentiality: maintain records & information and only share with Owner approved individuals.
- Advertise items for sale on social media and auction sites.
- Keep track of inventory that's for sale at various locations.
- Take photos, write descriptions, and keep sales book current.
- Maintain small sales item inventory, pricing, & advertising.
- Update and maintain shared files and WRI website sales menu.
- Update website as needed as well as other avenues of advertising
- Work with accounting on details of titled items (who/what/when/where/cost/when sold, etc.)
- Work with mechanic on any work that's been done or should be done to sales item.
- Keep necessary copies of insurance/registrations on all Dealer tags used with sales.
- Keep dealership current with local & state regulations.
- Manage all paperwork that has to do with sales and transaction entries on KDOR website.
- File monthly dealership sales report with State of Kansas.
- Work with local vehicle registration offices on titles and other necessary paperwork.
- Work with Scale Operator's on scrap titles/updates.
- Complete VIN inspection processes with local authorities (Sheriff's Dept. / Hwy Patrol).
- Other projects as needed, working closely with yard crew to know where possible re-sale items/vehicles will be located.