



**CONCRETE, INC.**

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27034 County Rd 15  
Johnstown CO 80534  
970-667-6905  
[www.a-concrete.com](http://www.a-concrete.com)

A CONCRETE, INC has been a family run company since 1982. Justin Johnson is the President/CEO of A Concrete, Inc. He is originally from western Nebraska and moved to Colorado in 2001. He learned the art of concrete from a small construction company while attending college. After college, he purchased the family owned business, A Concrete, Inc. and operated with only two other employees for the first two years. The company has since grown to over 60 employees. A Concrete, Inc. provides residential and commercial services for all your concrete needs.

Application Steps: email resume to [cfo@a-concrete.com](mailto:cfo@a-concrete.com) – Contact: Amanda Wassenaar

Start Date: May 20<sup>th</sup> or earlier

## 2019 Sales/Marketing Representative

### Job Description

1. Follow Employee SOP Manual
2. Represent A-Concrete Inc in a professional manner with both current and future customers
3. Be proficient in all aspects of concrete from placement to warranty
4. Follow schedule created by A-Concrete Inc office for estimate appointments. If you get behind, you call the customer and let them know you are running late prior to their appointment or give them an option to reschedule. Try to always be 5 minutes early for the appointments.
5. Communicate with customer and design slabs. Paint out area to be poured prior to crews' arrival. Draw pictures or create a print to be attached to work orders sent with the crews. Any blue prints or files need to be printed and filed to be sent with the work orders. All handwritten proposals will be entered "ONLY" by the sales person who sold the job. These need to be entered in QuickBooks the day of the proposal. Plan accordingly to make sure you get this done daily. Separate all cost of goods sold out on separate line items. Be available to meet with crews or supervisor on more challenging intricately designed jobs.
6. Carbon copy proposals are to be used for residential customers. If time allows you need to measure and complete proposal without holding up the current customer or delaying your arrival to the next appointment, then complete on site. Sales percentage increases when this occurs. If customer agrees to proposal, have them sign the agreement at the bottom and give them the original copy. If the customer calls back later, then the handwritten proposal will be already entered in QuickBooks after you completed from day of proposal. Print out and place in GO file with any plans, pictures or prints of the job. A superintendent or sales person will get a signature on the proposal prior to work beginning. This can occur when sales person or superintendent go out to meet customer to paint out prior to crew's arrival.
7. All jobs sold will be commission based with the elected percentage chosen for residential and commercial. No base salary/no hourly rate. Information only proposals will not be paid commission. (These are jobs entered in QuickBooks only)
8. All commercial jobs will have a signed contract or proposal, prior to work being commenced. If contractor sends us a contract with the contracted amount and we sign and send back to contractor with the correct terms, this will work as our signed agreement.
9. Review the schedule and order all items not supplied at the yard, bollards, metal decking, pool coping, truncated domes, wire mesh, vapor barriro, straps (mono pours), etc.
10. Marketing – Organize and set up for shows such as Home & Garden shows etc. Work with CFO on advertising such as mailers, social media, newspapers, etc.
11. Monthly goal of 3 new commercial contacts: face to face or phone conversations. Messages will not be accepted. Talk to the appropriate person in charge of bids and complete paperwork provided by Contractor in order to start bidding work.

### Pay Information

Salary and Commission based depending on experience.