



Job Description

Job Title: Arborist Sales Professional

FLSA Status: Non-Exempt

Summary: Responsible for all areas of sales within a defined territory, including selling, marketing, customer service, administration, production, and training by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Establishing, developing, and maintaining positive business and client relationships within the defined territory.*
2. Meets with existing and potential residential and commercial clients daily to evaluate their tree and shrub care needs in the field, potentially during inclement weather.*
3. Identifies trees and shrubs common to the region, diagnose pests and diseases, and recommend corrective action or proactive management plans.*
4. Prepares and provides proposals to clients utilizing sales process tools, software, and other technologies.*
5. Supervises work to be performed, ensuring jobs are completed based on the signed contract and to the client's satisfaction.*
6. Sets up personal sales expectations with immediate supervisor and prepare to meet sales goals.*
7. Develops relationships with local community affiliations and/or commercial entities.*
8. Prepares certified arborist reports, tree protection plans, and tree inventories.*
9. Office administrative duties.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Essential Function

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, project management software, database software, contact management systems.

Education/Experience:

No education required; two to four years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

- ISA Certified Arborist credential or ISA Certified Risk Assessor or ability to obtain
- Valid driver's license and clean motor vehicle record

Knowledge, Skills, and Other Abilities:

- English required, second language helpful
- Self-starter; ability to work independently with minimal direction
- Desire to work and stay positive in a fast-paced dynamic setting and manage multiple projects at one time
- Excellent written and oral communication skills and organizational time management skills
- Computer proficiency and tech literacy; most of our communication, scheduling, estimating is done digitally
- Consistent follow-through with crew and clients; attention to detail

Physical Demands:

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 accommodations 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 stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Work Environment:

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

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather), work near moving mechanical parts, outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to work in high, precarious places, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), risk of electrical shock, risk of radiation, vibration.

The noise level in the work environment is usually loud.