

JOB DESCRIPTION

Sales Inspector

- Report to work for starting time as specified and also for end of day time as specified or on your work scheduled
- If you have early stops and are not coming into the office, call and check in with your supervisor
- Be dressed in uniform and have a clean vehicle
- Be professional
- Be well groomed
- Always wear a mask inside customers home
- All leads, follow-ups or any other communications to customers must be completed by the end of your work day
- Call customers if you are going to be delayed getting to a schedule appointment
- Communicate with your supervisor if you are having issues getting all your work done or need help
- Remember you are driving a “Billboard” and is the “Company’s Image” so obey all traffic laws
- If any type of incident, please contact your supervisor or manager
- Turn in any paperwork, payments – checks or cash at the end of the day. If no one is at the office, lock up the payments and paperwork till next day
- Remember we are “Same Day Service”, sell it and service it
- In morning get with supervisor to put any follow-up calls from appointments that were not sold from the day before
- There will be other job responsibilities created as the needs of the business grows and dictates
- Remember at the end of the day, clean out the inside of your vehicle and if needs washing, please wash
- There may be a time where you would have to crawl in a crawl space or an attic which would require some bending or being flat on the ground depending on what the customer’s concerns are for the inspection
- There may be a time when you have to climb up a ladder for an inspection depending on what the customer’s concerns are for the inspection
- Since graphs are not in the system, graphs for exclusion, any wood destroying insect service, are to be done at the time of inspection.
- Initial payment is the responsibility of the inspector to either get the credit card, check or cash at the time of sale

- All agreements that are sold, must have the customer's signature on it and the responsibility of the inspectors to insure the signature is on the agreement
- At the time of sale, you need to call into the office and see what is the first available day and time we have to get the work done for the customer. Please do not promise a day and time for the service to be done before checking with the office.
- If you are sick and will not be in work the next day, please advise your immediate supervisor by phone or text.
- If you are out sick from a day or more of work, you may be asked to make up the missed work