



## Job Description

**Job Title: Sales Development Trainee**  
**Job Family/Sub-Family: Sales Training**

**Job Code: P003**  
**FLSA Status: Exempt**

Please send resumes to: **Brian Heddleston – College Program Manager**  
[bheddleston@wesco.com](mailto:bheddleston@wesco.com)

### **JOB SUMMARY AND MISSION**

A one year rotational training program designed to prepare an individual for an outside sales career with WESCO Distribution. Performance will be evaluated throughout the year in various business units and departments with potential placement in an outside sales position.

### **SUMMARY OF KEY RESPONSIBILITIES**

1. The participant will work in all areas of one or more of our branch locations and will learn through on the job training and classroom instruction in the following areas:  
Warehouse Operations, Branch Administration, Product Applications, Outside and Inside Sales, Business Development, Inventory control, Audit.
2. Additional training will be provided in the following areas: Financial Services, Marketing, Supplier Relations, Pricing, Global Accounts, and Procurement with an emphasis on using LEAN Principles to support our Continuous Improvement Culture.
3. Participants will participate in centralized classroom and online instruction throughout the year and will develop a solution-focused presentation on a WESCO related issue to peers and company leaders.
4. Additionally, the participant will work on a variety of projects to support branches and the business unit.  
*Perform other duties as required*

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in Microsoft Office – Excel, Word, Powerpoint
- Demonstrated strong sales presence – consultative with the ability to close the sale
- Must be very organized and able to handle multiple tasks
- Excellent verbal and written communication skills
- Ability to relocate anywhere in US or Canada for training and/or placement
- Must be able to travel – local and national

### **EDUCATION**

- Bachelors Degree required in related field
- MBA desirable but not required

### **EXPERIENCE**

- Interest in outside sales required
- Experience working for an industrial distributor, contractor or supplier preferred
- Internship or prior outside sales experience preferred

*Job Description Effective Date: 4/3/2011*