



## Irby Sales Trainee Program (ISTP)

P.O. Box 1819  
Jackson, MS 39215-1819  
800-844-1811  
(601) 960-7380 (Fax)

### What Is The Program Designed To Do?

Since 1926, the Stuart C. Irby Company has provided quality products and services to its customers. The Irby Sales Trainee Program (ISTP) provides the opportunity for high potential, energetic and creative individuals to receive extensive training and graduate into the sales organization of one of the largest electrical distributors in the United States utilizing a structured curriculum which includes classroom, self-study and hands-on training. A successful graduate of the ISTP is able to help solve customers' electrical product application needs in a wide variety of markets serving utility, industrial, commercial, and residential customers.

### What Type Of Training Do ISTP Members Receive?

The Irby Sales Trainee Program is a fast-track education process that exposes the Sales Trainee to a wide variety of company operational processes in a short amount of time with the underlying goal of producing a competent sales person within 6 - 8 months of employment. The successful candidate receives a wide variety of training utilizing a classroom setting, self-study, and experiential training. Through a rotational-type program, the Trainee is exposed to Warehousing, Sales and Purchasing in the Industrial/Commercial, Utility and Residential arenas (as applicable). This four-part six-month curriculum consists of:

1. Hands-on training/learning at one or more of SCI's Branches. Trainees meet a wide variety of customer needs under the direction of an experienced sales person. Professional telephone skills training provides the necessary skills used for establishing customer contacts, while training in computer applications provides skills for retrieving information required to assist customers with their needs.
2. Hands-on training/learning at our Jackson, MS training center and at Vendor Factory schools. "Field-Time" is spent with seasoned sales personnel learning the responsibilities and gaining insight to the sales positions. A debriefing session is held after each experience to gain further knowledge of the position.
3. Building a foundation of basic knowledge to assure success once in a position. Classroom, self-study and hands-on training in such areas as:
  - **Product knowledge/Technical Skills:** A thorough introduction to the entire array of SCI products to ensure applicants assume their first sales position with a solid foundation.
  - **Marketing/Sales:** A complete look at how an Electrical Distribution Salesperson provides direct assistance to customers in helping them bring our products to the attention of the distributor and end user. Trainees learn effective advertising and product merchandising techniques, how SCI supports distributors in the spending of advertising dollars.
  - **Management Administration:** Trainees learn the detailed administrative responsibilities of an electrical distributor.
4. Participating in self-study programs to develop the discipline needed to continue the all-important learning process after becoming a Sales Professional. This also builds on classroom training to expand your sales skills.



## Irby Sales Trainee Program (ISTP) Job Description (Continued)

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### What Are Some Of The Responsibilities Of An Electrical Salesperson?

Summary of responsibilities:

- Meeting the established sales objectives for his or her branch.
- Analyzing the sales in terms of general market conditions; identifying sales opportunities; assessing the strengths and weaknesses of the competition.
- Presenting SCI products to customers, focusing on customer needs, SCI product quality and features, and the SCI commitment to service.
- Communicating to customers our Company policies and programs relating to pricing, financing, etc., in support of the sales objectives.
- Providing information to customers to help solve application problems.
- Maintaining open lines of communication with customers and SCI technical support to ensure the attainment of sales objectives.
- Developing an in-depth understanding of the customer's business so that SCI can meet their needs for products and services.

### What Does SCI Look For When Considering A Person For the ISTP?

These qualification ensure that an ISTP candidate will be successful in completing the program and very effective in the assignment:

- A four year college degree, preferably in **Electrical Engineering or Technology, Industrial Distribution, Business Administration or Marketing.**
- Excellent communication skills with the emphasis on verbal communication.
- Solid planning and organizational abilities.
- A self-starter with the self-discipline to manage his or her own activity w/out close supervision.
- An appropriate level of maturity and a high level of self-confidence.
- The desire and the capacity for career growth.
- Prior sales and/or customer relations experience.
- Basic proficiency in the use of a personal computer.

**NOTE:** A requirement of the program is the flexibility of the candidate to relocate to another Stuart C. Irby branch upon completion of the ISTP.

### How Does One Apply For The Irby Sales Trainee Program?

For additional information about the program go to [www.irby.com](http://www.irby.com). Candidates who are interested and believe they meet the qualifications should send a cover letter and resume to **Linda Waldbauer, Recruiting Administrator**, at the above address.