

**Job Overview:** The primary responsibility of this position is to maintain and grow revenue and gross margins in the defined territory consistent with agreed upon objectives while developing new customers and improving relationships with existing customers. This position reports directly to the Sales Manager.

### **Responsibilities and Duties**

- Develop an in-depth knowledge of Jacksons Oil & Solvents products and utilize this knowledge to successfully sell Jackson Oils products to new and existing customers.
- Actively and consistently call on assigned accounts according to established policies and procedures.
- Responsible for growing account revenue, profit, margin, and to achieve budgeted goals.
- Create and execute sales plan that meets or exceeds established sales quotas and supports Company revenue and profit targets.
- Meet regularly with existing customers and prospects in sales to understand their evolving business needs.
- Understand and comply with all company and departmental rules and regulations, policies and procedures.
- Present expenses report with all required receipts in a timely manner according to company credit card policies.
- Demonstrates unquestionable integrity in every aspect of work and dealing with others.
- Communicates and shares information with professionalism that builds trust and enhances relationships external and internal.
- Monitoring delinquent accounts, in tantum with the accounting department.
- Able to successfully manage the input of all sales activity with detailed and accurate information within a required timeframe.
- Maintain consistent communication and timely follow-up with customers and internal departments.
- Resolving customer complaints in a timely and professional manner.
- Other duties as assigned.

### **Qualifications**

- Between three - five years sales experience.
- Bachelor's degree in business administration, business management, marketing or related field is preferred.
- Outstanding written and verbal communication skills.
- Demonstrated track record of building and maintaining outstanding customer relationships.
- Must be proficient in the use of CRM's and capable of fully utilizing CRM to its fullest potential.

- **Disclaimer:** This job description is not intended to cover or describe all assigned tasks, duties and responsibilities the employee may be assigned to perform as required for business needs, and may be amended at any time at the sole discretion of the Employer.