

SALES REPRESENTATIVE

Job Title: Sales Representative

Department: Sales & Marketing

Reports To: Director, Sales and Marketing

Direct Reports: Not Applicable

I. Primary Responsibilities

Supports OEM Sales Manager & TBM Sales Manager. Assists in sales, marketing, and product development programs, both short - and long-range, targeted toward existing and new opportunities. Tedia defines OEM Products as Custom/HPLC/ACS/Certified & other solvents in bottles, drums or larger packaging, and other production products with custom requirements that are private labeled for Brands other than Tedia. Tedia defines TBM products as Custom/HPLC/ACS/Certified & other grade solvents in drums or larger packaging, production products with custom requirements and Tedia Brand bottled solvents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- a. Assists to implement & maintain strategic marketing plans, sales plans and forecasts to achieve corporate objectives for OEM, TBA (US) & TBM Customer Sales
- b. Identifies, validates, meets and develops target customer base, maintaining relationships and negotiating and closing deals
- c. Promotes and supports OEM customers, resellers and end users as required
- d. Promotes and supports TBM distributors, resellers and end users as required
- e. Promotes and supports Tedia Brand Analytical distributors, resellers and end users as required
- f. With input from Senior Management & Marketing, develops and recommends product positioning and pricing strategy to produce the highest possible long-term market share
- g. Monitors competitor products, sales and marketing activities
- h. Meets with key clients, maintaining relationships and negotiating and closing deals
- i. Prepares periodic sales reports showing sales volume, potential sales and areas of proposed client base expansion, and understands the market
- j. Reviews and analyzes sales performances against programs, quotes and plans to determine effectiveness

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- k. Makes presentations to various groups within the customer’s organization when needed to explain the Company’s current and future strategies
- l. Prepares proposals and quotes in response to customer’s RFP, coordinates all information from the different disciplines and arranges the formal response
- m. Required to attend trade shows and/or conferences; both domestic and international travel may be required
- n. Portrays Tedia in a positive light at all times
- o. Instills confidence in our customers about Tedia
- p. Works closely with each customer to develop and maintain the best possible working relationship
- q. Understands each customer’s needs and expectations
- r. Resolves customer complaints
- s. Works with AP/AR on receivables and credits

II. Education, Skills, and Experience

- a. Bachelor’s Degree in Sales, Marketing, Business or substantial experience in Tedia’s industry
- b. Minimum of three years' experience with demonstrable results in building market information, setting sales goals based on market potential and achieving sales targets
- c. Strong interpersonal skills, maturity and good judgment and capable of communicating with a diverse range of individuals
- d. Ability to think ahead and plan over a multi-year time span
- e. Organize and manage multiple priorities
- f. Engage in problem analysis and problem resolution at both a strategic and functional level
- g. Strong customer orientation
- h. Strong team player
- i. Commitment to company values
- j. Strong computer proficiency

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- k. Must be able to read, write and speak English

III. 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 these essential functions

- a. Individual may need to sit or stand when visiting customers and attending and displaying at trade shows. May require walking primarily on a level surface periodically throughout the day. May require reaching above shoulder height and below the waist or require lifting to file documents, store materials throughout the work day as well as set up the Tedia booth and display at trade shows. May occasionally include lifting to 25 pounds for files and product
- b. The performance of this position may occasionally require exposure to manufacturing areas. Certain manufacturing areas require the use of personal protective equipment such as foot protection and safety glasses with side shields. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment
- c. Individual must be able to travel alone, domestically and internationally, with the ability to get around using public transportation and/or driving a car as necessary

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