

## **Dekomte De Temple LLC**

### **Job Description**

**Job Title:** Inside Sales & Business Development

**Department:** Sales

**Reports To:** Director

**FLSA Status:** Non-Exempt

**Summary:** Responsible for overseeing daily relationships of the OEM and Aftermarket sales and working on business development to increase market share and customer base. Develops creative sales technique and tactics to achieve set sales goals, targets and revenue. Establishes sales objectives by forecasting and developing quarterly sales quotas; projecting expected sales volume and profit by performing the following duties.

For first six months you will be assigned inside sales role to develop work experience in DEKOMTE for OEM and Aftermarket business areas, with the view to develop competency and results from different business areas and learn which area would suit you in long term career progression.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Manage and oversee daily operations of the OEM sales, including sales development, and contract negotiations. Monitor results by keeping a record of projects, budgets and make adjustment to achieve success. \*
2. Conduct Technical surveys, inspections and walk downs including detailed documenting and reporting ensuring projects meet agreed specifications, budgets or timescales. \*
3. Supply technical support and commercial pricing support for quotes and additional work when needed. \*
4. Manage day-to-day operational aspects of sales projects and scopes within region. Travel as required across sales regions to build key business partnerships, understand client needs and provide appropriate sales solutions. Minimum travel expectations are 25% of time. \*
5. Develop strong relationships with customers, sales and product teams as a trusted advisor to facilitate solution improvements. Proactively guide customers through their product options and prescribe solutions based on their needs. \*
6. Provide monthly & quarterly management reports on sales forecasts, sales performance, customer satisfaction, and claims resolution. Perform research and identify new potential customers and new market opportunities to grow OEM sales opportunities. \*
7. Assist in preparing accurate and consistent bids. Manage bid and order process and keep oversight of order fulfilment to ensure the correct procedures, policies and documentation requirements across sales process.
8. Ensure all data and reporting documentation is collected from OEM customers for all proposed projects and keep all records current in CRM software, company network drive & individual plant records on file in office. Including OEM portal and recording keeping requirements. \*
9. Travel as required to support sales process to build key business partnerships, understand OEM needs and provide appropriate sales solutions. Negotiate and close agreements with large customers as needed. Travel expectations are approx. 25% of

time. \*

10. Performs other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Power Point, Microsoft Excel, Earnie System, and Maximizer.

**Education/Experience:**

Bachelor's degree (B. A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

Valid driver's license

**Knowledge, Skills and Other Abilities:**

- Mechanical- engineering aptitude,
- Ability to build relationships, influence, negotiation, and persuasion
- Planning, and organizing communicates effectively
- Effective and successful customer account development
- Time management skills
- Professionalism
- Verbal communication skills
- Active learning skills
- Active listening skills
- Critical thinking skills
- Knowledge of mathematics
- Reading comprehension
- Negotiation skills

\*Essential Function

- Written communication skills
- Coordination skills
- Instruction skills

**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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally work near moving mechanical parts, fumes or airborne particles, exposed to extreme heat (not weather related), outdoor weather conditions, and moving mechanical parts.

The noise level in the work environment is usually moderate.

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Date: \_\_\_\_\_

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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