

Position Description

Position Title	Sales Manager		FLSA Status	Exempt	
Reports To (Position)	Director of Sales		Author(s)	Karla Thornton	
Department	Sales	Origination Date	06/15/2022	Rev. Date	
Department Manager	Seth Johnson				

By signing below, I (employee) acknowledge that I have received a copy of this job description, I have read and understand the responsibilities of the position, and I agree to perform those responsibilities effectively. I further acknowledge that my signing of this document does not alter my employment-at-will relationship with the company.

Employee Name (Printed)	Employee Signature	Date
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Position Summary

The work in this position includes maintaining and growing Zochem's export account base, maintaining and growing a domestic account base, including distribution partners, and assisting with marketing plan requirements. Fostering existing customer relationships and developing new markets. Preparation of analytical materials to support the general sales effort.

Specifications

Education	<ul style="list-style-type: none"> Bachelor's degree required (marketing, chemistry, data preferred)
Certifications & Licenses	<ul style="list-style-type: none"> N/A
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Must possess exceptional verbal and written communication and presentation skills with the ability to build and maintain lasting relationships with our partners Proficient with Microsoft Office Occasional global travel Valid driver's license and excellent driving record required
Experience	<ul style="list-style-type: none"> Minimum 3-5 years of related field sales experience Successful sales record in a specialty chemical or commodities field
Key Competencies	<ul style="list-style-type: none"> Communication Reliability Decision Making Problem Solving Organization Relationship Building

Key Responsibilities (Essential Functions)

	% Of Time
<ul style="list-style-type: none"> Develop & execute sales plan in alignment with global/regional sales strategy to maximize business growth and meet customer's needs Coordinate all commercial activities (pricing, product changes, transitions, etc.) Annual Contracts - Formulate, negotiate, and implement pricing strategies in conjunction with sales leadership; understand customers next best alternatives Build/manage account plan for key customers (Export and Domestic) - track progress, communicate results, manage contracts. This includes B2b and distribution partners. Develop portfolio of growth target accounts and manage pipeline; identify incremental opportunities Assist with marketing plan requirements Assist with monthly sales report creation 	

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Additional Responsibilities

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Working Conditions

- Work is conducted primarily indoors with occasional temperature changes, including extreme heat, with occasional outdoor exposure to weather conditions.
- 50% travel – by road and air

Physical/Mental Requirements

- Positions in this class typically require reaching, standing, walking, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.