

1.0 DUTIES AND RESPONSIBILITIES

This position will report to the President and will drive attainment of sales goals through the development of Chemjet customers. The ideal candidate should be self-motivated, detail oriented and able to work independently. The candidate must have at least five (5) years of experience in Sales & Marketing. Experience in the drilling fluid chemicals, additives, specially-formulated lubricants and dry products for all types of drilling fluid systems is a plus. Excellent communication skills are required.

Specific responsibilities may include:

- Attain corporate revenue, margin and strategic objectives.
- Develop and execute a comprehensive business plan targeting key resale channels (wholesale, corporate, distribution) through implementation of privately branded versions of the Chemjet product family.
- Develop senior level customer and partner relationships supporting the private label business plan.
- Establish and maintain successful customer relationships.
- Identify and articulate market and customer requirements.
- Direct the development of a messaging and pricing model to secure targeted Chemjet partners.
- Market products within our customer's sales force.
- Develop and execute a business development strategy leveraging existing partnerships, alliances and resources to accomplish business objectives.
- Travel throughout assigned territories to call on regular and prospective customers to solicit orders with customers.
- Quote prices and credit terms and prepare sales contracts for orders obtained.
- Prepare reports of business status, transactions and maintain expense accounts.
- Support and participate in the organization's Continual Improvement Program to conform to API Q1/ISO 9001 requirements by complying with the Quality Policy and procedures and meeting QMS objectives.
- Understand the implications of not conforming with QMS requirements.
- Other duties as assigned.

Decision-making:

- Product price negotiations.
- Acceptance or rejection of business proposal.
- Return on Investment of marketing proposals.
- Budgeted and unbudgeted expenditures.
- Product allocation.

2.0 REQUIREMENTS

2.1 EDUCATION AND TRAINING

- Bachelor degree required. Enhanced education preferred.
- Business management and 5+ years related sales experience required.

2.2 EXPERIENCE

- Five (5) + years of sales experience.
- Excellent communication and presentation skills with strong written and verbal skills.
- Travel requirements 30% or as appropriate to support business objectives.
- MS Word, Excel, PowerPoint, and Sales training.
- Must be proactive in all opportunities and actions.
- Working product knowledge.
- Experience working in an API Q1/ISO 9001 environment a plus.

2.3 KNOWLEDGE AND SKILLS

- Leadership - Communicates ideas persuasively, gains support and commitment from others, inspires others to take action and leads by example.
- Organization - Organize and assign work to utilize skills, knowledge and experience of employees.
- Interpersonal Skills - Positive interactions with staff and management.
- Oral/Written Skills - Communications are clear, concise and achieve intended objectives.
- Pressure/Deadlines - Ability to work under pressure of schedules.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions.
- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 25 lbs.

4.0 OTHERS

- Attention to detail.
- Produce error-free work.
- Deadline-oriented.
- Make sure that customers' requests come first.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Work with minimal supervision.
- Flexible and able to adapt to our dynamic environment.
- Able to travel on short notice.