

## Job Description

### Sales Manager- Louisville

#### Mission Statement

To be a prominent provider of high-quality, precision-engineered transformers and rewind services. To accomplish our mission by being focused on craftsmanship and design, committed to satisfying all our customers' requirements and dedicated to providing our employees with meaningful long-term employment thus providing our stockholders with revenue growth and a maximum rate of return

#### Safety First – Quality Always

As is expected of all OTC Services' Employees, the incumbent understands the importance of Safety and Quality in the workplace. When appropriate the individual identifies and communicates the need for improvements in practices which will ensure the very highest level of Safety and Quality at OTC Services

**Sales Representative - increase sales in the United States territory. The successful candidate will be responsible for establishing contact with existing customers, identifying new opportunities, and following up on potential leads. The Sales Representative will also monitor industry trends to identify emerging markets and develop plans to utilize those markets to expand revenue.**

#### Job Duties:

- Lead strategic sourcing initiatives
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Attend industry trade shows to accumulate new leads and make productive contact with existing clients
- Update client information in the company contact database
- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.

#### Skills and Attributes:

- Customer Focus – provide only best quality to your customers whether internal or external.
- Meeting Sales Goals
- Negotiation, Selling to Customer needs
- Sales planning
- Building relationships
- Closing & Presentation Skills
- Self-motivated and comfortable working with little to no direction
- Excellent interpersonal communication skills
- Teamwork – Able to work effectively in a team environment in order to achieve a common goal
- Time Management - Manage one's own time to meet deadlines with efficiencies
- Critical Thinking - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Detail Oriented – Able to recognize and follow through with important detail in work assignments
- Writing - Communicate effectively in writing.

**Qualifications:**

- Bachelor's degree preferred or 5 years of sales experience.
- Strong computer skills and understanding Word/Excel/PowerPoint & Projects

**Working Conditions:**

- Willing to travel up to 50 percent of the time.
- Office setting/Work from Home Office

**Reports to: Director of Sales & Marketing**

Note: This job description is not all inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization