

Job Title: Sales Representative – Pacific Pride**Department:** Fuel Management Systems**Reports To:** Director of Sales and Marketing**Effective Date:** January 1, 2016**SUMMARY**

Pursue the sales of our Pacific Pride Commercial Fuel cards, and initiate activities to maximize growth, profitability, and customer satisfaction across the assigned territory. Developing core market segment of Medium to Large Commercial Fleets including; Trucking, Delivery, Municipalities, School Bus Fleets, Landscape/Snow Removal, Construction, Refuse Removal, Non-Profit Organizations, and all other segments that an efficient running commercial fleet is imperative. The candidate must be able to effectively manage a large portfolio of existing customers and generate new customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Generate leads through personal activities (cold calling, existing customers, vendors, networking, and referrals).
- Qualifying leads based on volume, credit risk, and brand offers.
- Understand, prepare and effectively present sales proposals, bids, and supply agreements.
- Maintain Van Manen Petroleum Group's current customer relationships, by effectively communicating by phone, electronically, and in person.
- Utilize internal and external company resources to quickly resolve issues and provide solutions to our customers.
- Report to management on a monthly basis territory pipeline reports, territory executive summaries, and monthly mileage and expense reports.
- Enter sales activities and data into the Customer Relationship Management database.

QUALIFICATIONS EDUCATION and/or EXPERIENCE, LICENSURE, AND CERTIFICATION

Bachelor's degree (B.A or B. S.) from a four-year college or university AND three years of sales and sales closing experience, marketing, lead generation, or related training and experience (Experience calling on commercial fleets is preferred, followed by experienced B2B Sales)

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 essential functions.

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, and business correspondence.

- Ability to effectively present information and respond to questions from groups of managers, customers, prospects, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must maintain a valid driver's license.

PHYSICAL DEMANDS and WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly required to move about the office at times to access file cabinets or other office equipment, etc. The employee must be able to remain stationary for periods of time and operate a computer and other machinery in order to remain productive, the employee must be able to clearly communicate with coworkers and customers in order to exchange accurate information. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The noise level in the work environment is usually moderate, with no or very limited exposure to physical risk.

The statements are intended to describe the general nature and level of work being performed by those assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. They reflect principal job elements essential for performing the job and evaluating performance. The listed duties may be changed at the discretion of the incumbent's supervisor at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.