

# Membrane Process & Controls, Inc.

## Job Description



**Job title: Regional Sales Manager – South Central**

**Work Location: Home Office & Main Office – Edgar, WI**

**Division/Department: Sales**

**Reports to: VP of Operations**

**Full-time**

**Part-time**

**Exempt**

**Nonexempt**

### **Essential Duties and Responsibilities:**

Develop new and maintain a chart of present MP&C accounts. These accounts form the customer base for MP&C related to process design, process equipment, controls & automation, installation services and parts sales from time to time in established MP&C markets. The region of expected representation is the South Central region, including: Arizona, Utah, Wyoming, Colorado, Nebraska, Kansas, Missouri, Oklahoma, Texas, Arkansas, and Louisiana. The Regional Sales Manager is to promote MP&C in the market segments listed and sell equipment and services MP&C manufacturers/provides.

The Primary focus is to market membrane filtration and ancillary associated equipment and services for MP&C current areas of market presence. The Territory Sales Manager is to self direct himself and manage sales directly with the customer as to handle the functions associated to secure sales for MP&C.

Regional and local territory sales

Analyze sales statistics to determine sales potential and to monitor customer's preferences

Ensure customer satisfaction

Travel to locations as required to make sales calls

Arrange for travel

Attend industry events

Maintain reports of weekly activities

Develop a daily/weekly call list and maintain information accuracy

Identify key players and develop strategy for market penetration

Figure out effective and strategic sales methods and execute

Improve product knowledge and sales techniques

Self-Motivated to reach individual sales goals set mutually by management and sales manager

Intimate understanding of traditional and emerging marketing channels

Ability to think creatively and innovatively

Professional judgement and discretion that comes from years of experience in the field

Analytical skills to forecast and identify trends and challenges

Help develop scripts for products and services to market

Site review of proposed projects as deemed necessary

### **Education and/or Work Experience Requirements:**

Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers

Excellent computer proficiency (MS Office – Word, Excel and Outlook)

Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service

Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

High school diploma or GED required

Associate degree in Engineering (Chemical, Mechanical, Food Science, or Electrical) preferred

Three (3) years of technical system design specifically in sanitary food processing

Three (3) years of project management for industrial process preferably in sanitary food processing

Valid Driver's license

Ability to travel

### **Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other

federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to talk, listen and speak clearly on telephone
- Professional appearance appropriate with the position

**Current Areas of Market Presence:**

- Dairy
- Egg
- Food
- Beverage
- Biotech
- Bio Energy
- Nutraceutical
- Waste Water
- Industrial and heavy or light manufacturing

**Main Methods to Perform the Job:**

Phone/Email  
Conventions and Events  
Seminars relating to the industry  
Direct contact  
Hands on  
Site Visits  
Interoffice communication  
Books, media, websites and professional contacts in known industries

**Print Employee Name:**

**Employee signature:**

**Date:**