



**Corporate Office:** 858 Acid Mine Road ~ Sullivan, MO 63080      **Office:** (573)468-4045    **Fax:** (573)468-9045  
**Branch Office:** 1502 Gault Road ~ Houston, TX 77039    **Office:** (281)557-0103

<b>Title:</b> Sales Representative	<b>Location:</b> All – Houston, TX preferred
<b>Division:</b>	<b>Department:</b> Sales
<b>Reports to:</b> VP of Sales and Commercial Operations	<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non-Exempt</b>
<input checked="" type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/> <b>Temporary</b>	

**Position Summary:** The Sales Representative utilizes customer, industry and product knowledge and sound business principles to prospect for, quote and close the sale of the entire RTS portfolio of service offerings that benefit the customer while contributing to meeting RTS’s goals and objectives.

**Essential Responsibilities:**

- Develops and closes sales opportunities to meet company sales and margin targets.
- Maintains strong relationships at multiple levels of customer organizations to maximize opportunities for work.
- Understands customer needs and budget requirements to develop complex opportunities.
- Develops and internally sell project strategy to maximize sales opportunities.
- Provides data on outages and opportunities to drive sales forecast. Updates management on a regular basis to any changes.
- Collects and communicates customer feedback to assist in the development, modification, or termination of ineffective products and/or services.
- Develops and maintains communications in a cooperative and professional manner with all levels of staff and customers using established guidelines.
- Understands industry trends and how they impact business opportunities and deal strategy.
- Recommends product positioning, packaging, and pricing strategy to produce the highest possible long-term market share.
- Monitors competitor products, sales, and marketing activities.
- Establishes and maintains relationships with industry influencers and key strategic partners.

- Prepares sales report showing sales volume, potential sales, and areas of proposed client base expansion.
- Supports RTS efforts at industry conferences and trade shows.
- Able to travel within and outside of the continental US

**General Responsibilities:**

- Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures.
- Utilize tools and technology provided in an effective and efficient manner
- Ensures communication with customers, suppliers, vendors, and co-workers are professional and appropriate.
- Performs other duties and responsibilities as required or requested
- This position is responsible for adherence to all safety rules and regulations

**Job Qualifications:**

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 to perform the essential functions of the job.

General-

- Must be willing to work all shifts, overtime weekends and work well with others
- Fit for duty in clean and presentable manner
- Willing to attend on-going training to further professional development

Education -

- Required - High school diploma or equivalent
- Preferred - Bachelor's degree in engineering, sales, marketing, or business administration

Experience -

- Experience with Steam Turbine operations, parts, services, and repairs.

Travel –

- Must be willing and able to travel both domestically and internationally 30-50% of the time.

Certificates, Licenses and/or Registrations –

- Required - Valid Driver's License
- Preferred - Passport

**Knowledge:**

Language Skills –

- Ability to read, write and speak in a manner that is sufficient for effective communication with groups of managers, clients, customers, vendors, and the public

Skills–

- Must be customer oriented and have excellent interpersonal skills
- Poised under pressure. Able to react to unforeseen stressors and maintain professional bearing.
- Strong listening skills.
- Attention to detail.

- Strong verbal and written communication skills for both customer and internal interaction. Must be comfortable cold calling and presenting to large and small groups.
- Must be coachable and willing to learn.
- Ability to multi-task and use of judgement to solve problems.
- Time management and prioritization skills.

***Technology, Tools, and Equipment:***

- Microsoft Outlook, Word, Excel and PowerPoint are required.
- Familiarity with OneNote, SharePoint, CRM systems preferred.

***Physical Demands:***

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift: Must be able to lift up to 50lbs
- Stationary/Move/Traverse/Ascend/Descend/Bend/Pull/Pushing/Move/Inspect: Must be able to drive and move about all worksites
- Touch/Grasp/Feel: Must be able to manipulate all office components
- Working Conditions: Office/Field environment

***Supervisory Responsibilities:***

- This position has no supervisory responsibilities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee for this job. Duties, responsibilities and activates may change at any time with or without notice.