

Employee Name	xxxxxx
Job Title	Technical Sales Specialist - Systems
Department	Sales
Location	Unit #7, Lot 2C, Chootoo Road, El Socorro
Immediate Reporting	Sales Manager
Review date & Rev No.	19-Sept-2023 Rev # 0

1. Purpose of Job	<p>1.1. Responsible for Sales and Marketing system solutions from ROSE Environmental and associated product lines such as RAE wireless, Teledyne API, Teledyne ML, OPSIS , Gasmel, Met One , TISCH, ECOM, APEX, Svantek and associated calibration solutions from Praxair.</p> <p>1.2. Responsible for developing customer application solutions, expanding customer base to meet and exceed realistic targets and goals set.</p> <p>1.3. Develops an intimate knowledge of all products and their application in the industry, and their integration into smart plant monitoring and reporting systems, and their commissioning, operation, calibration and maintenance</p>
2. Key Areas of Responsibility	<p>2.1. Manages assigned lines and keeps track of potential leads, and revenue vs. targets.</p> <p>2.2. Develops expertise in systems product lines and applications.</p> <p>2.3. Liaises with suppliers to keep abreast of new products, product changes, pricing and technical queries and updates the company</p> <p>2.4. Performs frequent customer site visits to promote products and build relationships</p> <p>2.5. Provides application support for customers</p> <p>2.6. Prepares quotes for customers and works on Requests for Tenders</p> <p>2.7. Supports the Service Centre with operational application and diagnostic procedures for instrument lines</p> <p>2.8. Develops standard operating procedures</p> <p>2.9. Supports specialty requests for environmental and industrial hygiene systems applications and manages projects awarded</p> <p>2.10. Helps to develop and manage a contractor base with the core competencies required for installation, commissioning and maintenance</p> <p>2.11. Provide assistance and support to other personnel in department/company, where applicable</p> <p>2.12. Adheres to all reporting requirements and ensures appropriate documentation and follow up action to the agreed standards</p>

	<p>2.13. Assumes responsibility for one's safety and that of others may be affected by work related activities.</p> <p>2.14. Works in a safe manner at all times in accordance with ROSE EHS Standards and provisions of the EHS Manual.</p> <p>2.15. Performs any other duties assigned as deemed necessary.</p>
3. Interfaces (Internal and External)	<p>3.1. Liaises with all staff within the Sales Department and in particular - the Service Technicians and Technical Manager and inclusive of the CEO and members of the Accounts & Admin Dept</p> <p>3.2. Liaises with External Customers, Contractors and Suppliers as required.</p>
4. Qualifications	<p>4.1. BSc in Environmental & Natural Resources or equivalent</p> <p>4.2. Technical & Marketing Certification</p> <p>4.3. A suitable combination of qualifications and experience</p>
5. Experience	<p>5.1. Two to Three years working experience in a medium or large organization, preferably within the Industrial Environmental Management Field</p> <p>5.2. Experience working in a fast pace, dynamic working environment</p> <p>5.3. Instrumental Technical Experience</p> <p>5.4. Industrial Environmental Experience</p> <p>5.5. Good presentation skills</p> <p>5.6. Experience teaching professional individuals.</p> <p>5.7. A desire to add value and support customers</p> <p>5.8. Ability to work autonomously</p>
6. Training Competencies	<p>6.1 Health and Safety Training will be an asset</p> <p>6.2 Must possess a valid Driver's Permit</p> <p>6.3 Ability to understand and present Technical Material</p> <p>6.4 Ability to communicate effectively with all levels of personnel and external customers both verbally and in writing</p> <p>6.5 Excellent organizational and planning skills</p> <p>6.6 Competent in the use of Microsoft Word, Excel and PowerPoint software packages</p> <p>6.7 Technical and Marketing Training</p> <p>6.8 Instruments and product applications</p> <p>6.9 Superior problem-solving analysis skills</p> <p>6.10 A flexible and adaptable attitude towards work.</p> <p>6.11 The ability to work unsupervised and be able to work flexible hours including weekends and public holidays when necessary and assist in the smooth running of the department</p> <p>6.12 Experience working with teams and be a team player</p>

7. Skills	<ul style="list-style-type: none"> 7.1. Stress management skills 7.2. Time management skills 7.3. Be honest and trustworthy 7.4. Be respectful 7.5. Possess cultural awareness and sensitivity 7.6. Be flexible 7.7. Demonstrate sound work ethics
8. Environmental Health and Safety (EHS) - Training / Certification	<ul style="list-style-type: none"> 8.1. First Aid 8.2. Hearing Protection- Use of Ear Plugs 8.3. Defensive Driving 8.4. Fire Extinguisher 8.5. PLEA
9. Environmental Health and Safety (EHS) - Duties	<ul style="list-style-type: none"> 9.1. Adhere to all EHS Rules, Policies & Procedures of ROSE Environmental Limited 9.2. Work in a safe manner at all times in accordance with ROSE EHS Standards and the provisions of the EHS Manual 9.3. Assume responsibility for own safety and that of others that may be affected by work related activities 9.4. To stop the work in case of imminent danger and confer with immediate supervisor or client representative

10. Performance Criteria <i>(This job is satisfactorily performed when):</i>	<ul style="list-style-type: none"> 10.1. Prepare, follow and update marketing plans on a monthly basis 10.2. Visit customers on a regular basis 10.3. Provide quotations in a timely manner 10.4. Provide the customers with technical information and support
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11. Key Performance Indicators (KPI's)	11.1. Task	11.2. Outcome
	11.1.1. Job Specific	<ul style="list-style-type: none"> 11.2.1 Meet monthly sales targets 11.2.2. Visit and develop a minimum of 12 customers per month 11.2.3. Provide weekly reports 11.2.4. Update suppliers on opportunities
	11.1.2. Productivity	<ul style="list-style-type: none"> 11.2.4. Sick Leave - # of days taken 11.2.5. Casual Leave - # of days taken 11.2.6. Action Items Closed-Out - # of items

	11.1.3. Environmental Health & Safety	11.2.7 Near Miss Reporting - # of reports submitted > 2 per month 11.2.8 EHS Contribution - # of ideas re: continuous improvement of the system = 1 per month 11.2.9 Adherence to EHS Rules Policies & Procedures - # of non-conformances = 0
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12. Additional Notes:

- 12.1. Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time.
- 12.2. You will be expected to co-operate with all reasonable requests. If the changes are deemed to be longer term, then this job description will be revised.
- 12.3. This document is intended to reflect those factors considered necessary to describe the principal functions of your job
- 12.4. This document should not be construed as a detailed description of all work required that may be inherent in the job

13. Authorization

Please indicate your acceptance of the terms and conditions stated herein, by signing and returning the attached "office copy" of this Job Description

.....
ANDREW PERSAD
SALES MANAGER

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Dated

14. Acknowledgement

I,, hereby acknowledge my understanding and acceptance of the aforementioned terms and conditions of this Job Description, by affixing my signature below

.....
Xxxxxx

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Dated

