

NELLA OIL COMPANY JOB DESCRIPTION

JOB TITLE: TEAM MEMBER “WHOLESALE SALES REPRESENTATIVE”

PREPARED BY: Michael Belles

DATE:2/27/02

APPROVED BY: Rick Teske

DATE:2/27/02

SUMMARY: Responsible for maintaining a high degree of professionalism and leadership while opening new and maintaining existing wholesale fuel accounts in accordance with Company guidelines. The representative must be able to keep excellent records and have good organizational, planning and follow-through skills.

STATUS: Outside Sales Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain knowledge of NELLA Oil Company’s product lines.
- Familiarize self with territory, staying current in industry news, business development, potential customers and competition.
- Coordinates with office support staff to assure that all details required of opening newly acquired accounts are completed accurately and efficiently.
- Keep accurate records and relay requested and required information to Supervisor and office support staff.
- Makes customer service calls and prospective customer calls as required by Company guidelines.
- Ensures departmental compliance with corporate pricing policies by spot checking procedures.
- Monitors marketing programs for effectiveness.
- Follows up on all verbal and written communication between Sales and Marketing.
- Develop and implement appropriate strategies by selecting, segmenting and targeting markets, and promoting products and services to those markets.
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GENERAL RESPONSIBILITIES:

- Promote and support Company Mission Statement service, image, and value standards.
- Develop and maintain excellent sales skills.
- Perform specific tasks as assigned by the Wholesale Sales Manager.
- Presents a neat, clean appearance as prescribed by the Company.
- Adheres to all city, county, and state regulations.
- Stay familiar with the Company Personnel Handbook and Safety Manual.
- Work in a “SAFE” manner at all times and report all accidents immediately.
- Provides program feedback to Wholesale Sales Manager.

QUALIFICATION REQUIREMENTS: 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 the essential functions.

EDUCATION and/or EXPERIENCE: Associates Degree (A.A.) or equivalent from a two-year college or technical school: 5 years of related experience and/or training; or equivalent combination of education and experience. Knowledge of word processing and spreadsheet computer software programs.

LANGUAGE SKILLS: Ability to read and interpret complex instructions, correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to guests and other team members.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to perform these operations using units of American money and quantity.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to prepare and analyze sales and program reports.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. While performing the duties of this job, the team member is regularly required to stand, drive, talk or hear. The team member frequently is required to walk. The team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. While performing the duties of this job, the team member occasionally works in high, precarious places; in outside weather conditions; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The noise level in the work environment is usually moderate. The team member may drive up to 2500 miles per month.

OTHER REQUIREMENTS: Valid Driver's License, use of an automobile that is less than 5 years old, auto insurance coverage (100/300/50).