



# Sales Representative

**Classification:**

Exempt

**Salary Class/Level/Department/Range:**

Class: D	Level: Entry Level	Dept: Sales and Service	Range: \$55,000-65,000
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**Reports to:**

US Sales Manager

**Date:**

2021

**Job Description:**

Summary/Objective

The Sales Representative is to manage a portfolio of assigned area, maintain existing clients and actively seek new opportunities. Sales Reps responsibilities include developing strong relationships with customers. This person will be responsible for selling our entire product line (GC, HPLC, mass spectrometers, UV-Vis, balances, centrifuges, etc.). Sales Reps will coordinate between our customers and internal teams to ensure the timely and successful delivery/installation of our products and services; offering solutions according to customer needs and improve the entire customer experience.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Laboratory processes and analytical techniques
- Operate as the lead point of contact for all matters specific to our customers
- Build and maintain strong, long-lasting customer relationships
- Negotiate contracts and finalize agreements to secure the sale, maximize profitability and repeat business
- Develop and maintain an advisory role with our key accounts, customer stakeholders and executive sponsors
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders

- Develop new business with existing clients and/or identify areas of improvement
- Meet and/or exceed established sales goals
- Prepare sales reports and update CRM
- Identify growth opportunities within assigned territory
- Stay current with cutting-edge methodologies for marketing our product
- Liaise with the customer and internal departments to resolve escalated issues as needed
- Work with the customer to ensure the proper installation and service for Compass software stand-alone and client server

## Competencies

- Knowledge of Gas Chromatography, liquid chromatography, UV-Vis, Laboratory balances, Cold storage and centrifuges required
- Knowledge of chromatography software required
- Strong Communication Skills and Phone Etiquette
- Ethical Practices
- Customer Relationship Management
- Effective Time Management
- Relationship Management

## Work Environment

This job operates in a professional environment. This role routinely uses standard office equipment that includes company issued laptop computers, smartphones, and other necessary equipment.

## Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. Travel extensively by airplane and/or automobile. This may require the ability to lift oddly shaped and bulky items up to 70 lbs.

## Position Type/Expected Hours of Work

Full-Time	Monday – Friday	8:30 a.m. – 5:00 p.m.
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## Travel

Up to 50%	Required
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## Education and Experience

- BS degree in a Natural Science or relevant field
- Demonstrable ability to communicate, present and influence all levels of an organization
- Solid experience with MS Office
- Knowledge of typical laboratory equipment such as balances, Freezers, UV-Vis, and basic chromatography equipment.
- 3 years of proven laboratory experience preferred.
- Proven ability to effectively manage multiple projects at the same time

## AAP/EEO Statement

Techcomp USA, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Techcomp USA, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Techcomp USA, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Techcomp USA, Inc.'s employees to perform their job duties may result in discipline up to and including discharge.

## Other Duties

Duties, responsibilities, and activities may change at any time with or without notice.

## Signatures

This job description has been approved by all levels of management:

Manager:	Signature:	Date:
HR:	Signature:	Date:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee:	Signature:	Date:
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