

Technical Sales Representative

Dept: Sales

Revision Date: 1/8/08

Job Summary: The Account Representative provides sales assistance to customers in the assigned territory through phone and e-mail contact and direct customer visits on a scheduled basis. This position also targets areas to expand Thames Restek sales and profit based on a business plan for the assigned area. The Technical Sales Representative provides both technical and sales assistance to customers within an assigned territory.

Job Duties:

1. Establish business relationships with customers within a variety of markets. Plan activities based on key customer geographic locations. Provide follow up on leads and inquiries generated by ad campaigns, exhibits, and phone contacts.
2. Generate and execute a business plan for the assigned territory, to include maintaining the customer base and managing mailing lists and survey forms for customers.
3. Contact and visit selected customers to demonstrate products, answer questions, troubleshoot issues, and grow Thames Restek sales in the assigned territory. Follow up with customers to evaluate demonstration products.
4. Identify new product opportunities and interface with prospective customers in conjunction with the manufacturers.
5. Organize technical seminars in the assigned territory for direct accounts. Coordinate suppliers schedules and arrange seminar accommodations as necessary. Represent Thames Restek at trade conferences and distributor functions.
6. Prepare a quarterly report of all sales activities for the assigned territory.
7. Answer specific customer inquiries in area of expertise.
8. Perform other duties as assigned.

Qualifications:

Education/Experience:

- Bachelor's degree in chemistry or related science
- Course work and/or seminars in marketing, sales, or Chromatography desired
- Minimum of 1-2 years experience in sales, customer service, marketing, or lab environment experience preferred

Knowledge, Skills, Abilities:

- Competent computer skills, including e-mail, spreadsheets, word processing and database applications
- Exceptional written and oral communication skills, including ability to make presentations
- Ability to understand and create financial budgets and business plans
- Ability to work well with others in a team environment
- Ability to travel domestically and internationally for up to 8 weeks annually

Salary:

- £Competitive plus bonus + car + benefits