



Instrument Sales Specialist

SUMMARY

The Instrument Specialist is responsible for the sale of titration, density and refractometry instruments and supplies to end users in an assigned zip code territory. He/she is required to act as the primary company representative and maintain the highest level of integrity plus customer relations and service while achieving the desired goals established by management. On-site customer product demonstrations, training and installations, and technical support are required. Overnight travel is required.

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

1. Aggressively grow and achieve the annual sales target in both revenue and units.
2. Organize, plan and schedule the use of time to provide optimum and effective account and territory coverage.
3. Identify and develop present and future key accounts in an assigned territory and maintain customer database.
4. Maintain control of demo inventory at standard cost carry levels, manage T/E Budget, telephone and demo consumable budgets.
5. Promote other divisions by writing leads for balance, thermal and service products, and meet with local reps from other divisions to discuss business opportunities.
6. Maintain knowledge of and adhere to company organizational procedures and policies regarding customers and Mettler Toledo duties and responsibilities.
7. Cooperate with home office, Manager, other sales and service personnel to accomplish overall sales objectives by attending trade shows, meetings, performing special assignments and other duties or projects as requested by management.
8. Keep informed about and report on all competitive products and activity to sales and product management.
9. Fully develop current product knowledge capabilities, applications, product justification, in order to be recognized as the expert in the field. Complete technical and sales training at direction of management.
10. Conduct all activities and keep personal qualities such as integrity, appearance and sociability in a manner contributory to maintenance of optimum corporate image.
11. Keep Company vehicle and demo equipment in fully operational, safe and clean condition at all times.
12. Enthusiastically support national promotion programs and fulfill your obligations as specified.
13. Complete all assigned reports in a timely manner.
14. Maintain Sales Logix customer relationship management database on a daily basis. Follow up and process all leads received in the timeframe required.

15. Manage and submit a forecasting report to management.
16. Contact and aggressively pursue all potential customers identified by leads received by the company. Complete lead cycle and close lead within Sales Logix on a regular basis.
17. Possess the ability to work autonomously from a home-based office.

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

EDUCATION and/or EXPERIENCE

A minimum of a B.S. or B.A. degree in the field of Chemistry, Natural Sciences or Business. 3-5 years of Field Sales experience and/or training; or equivalent combination of education and experience. Prior knowledge of the analytical instrument sales market is desirable.

LANGUAGE SKILLS

Ability to write routine reports, correspondence and business letters. Ability to speak effectively before customers or employees of an organization. Presentation skills and effective communication skills are essential. Ability to speak Spanish would be helpful but not required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.

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. Persuasive speech and reasoning is helpful.

COMPUTER SKILLS

Familiarity and effective use of a portable laptop computer operation and Microsoft Office software is mandatory, specifically Excel, Word and Powerpoint. Customer Relationship Management software experience desirable. Must have the ability to sell and support peripheral software products.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to use hands to finger, handle, or feel; stoop, kneel or crouch. The employee must frequently lift and/or move up to 70 pounds.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license and good driving record is mandatory.