

Job title	<i>Energy Sales Specialist</i>	Job Classification	<i>Salary Exempt</i>
Reports to	<i>Energy Manager</i>	Salary Range	<i>\$46,750-\$63,250.00</i>
Direct Reports	<i>None</i>	EEOC Classification	<i>Sales workers</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

The Energy Sales Specialist is responsible for selling, distributing and marketing bulk petroleum and related products and services in a manner that will optimize Pro Cooperative’s market share and profits, improve Pro Cooperative’s efficiency, help achieve Pro Cooperative’s mission and goals, and result in outstanding customer service.

Duties and responsibilities

The basic duties and responsibilities of the Energy Sales Specialist are but not limited to the following:

- Make sound recommendations to customers by presenting Energy solutions, products, services, and/or concepts to maximize returns for the customers.
- Develop and maintain a current list of customers and prospects and rate them based on potential size of operation, credit worthiness, and other pertinent marketing information.
- Prioritize prospects and partial customers to identify the best opportunities for growth.
- Make regular sales calls on current and potential customers and respond to customers’ inquiries and questions in a timely manner.
- Develop and maintain effective business relations with current and potential future customers.
- Document and submit sales call information to direct supervisor using Pro Cooperative’s CRM.
- Provide a consistent communication channel between Pro Cooperative customers and location personnel to set proper service expectation levels, resolve problems and scheduling issues.
- Advise customers on the proper use of products and equipment.
- Collaborate with other departments and/or locations to identify potential benefits to the customer from other company programs.
- Establish and attain sales goals that are compatible with Pro Cooperative annual goals.
- Work with customers, suppliers, and management to resolve product/service complaints fairly and equitably.
- Maintain the image of Pro Cooperative. Inform all company personnel of the importance of portraying a professional image of company facilities, equipment, and personal appearance.
- Maintain sales contracts and bookings.
- Develop account plans that include strategy and tactics for achieving desired customer results.
- Responsible for learning new product specifications and applications.

- Help locations monitor projected sales to monitor inventory needs.
- Monitor monthly sales and expense reports as well as manage sales to achieve target margins and product mix.
- Work with direct supervisor to establish a budget with particular emphasis on sales volumes & direct selling expenses.
- Offer timely feedback to Pro Cooperative on execution of plans, needs, opportunities, value, and obstacles discovered during the selling process.
- Establish cohesive working relations with other Pro Cooperative employees, patrons, and vendors to establish a positive work environment.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative's safety policies.

Qualifications

- Bachelor's degree (B. A.) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience preferred.
- Valid state motor vehicle operator's license required. Possesses a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Key competencies include communication, results driver, sales skills, teamwork and interpersonal skills.
- CDL and other DOT qualifications for operation of a commercial motor vehicle preferred.
- Must be a self-starter and able to schedule and manage time without close supervision.
- Experience in refined fuels and lubricants preferred.

Physical demands of position

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Frequently (34%-66%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	Standing	Occasionally (1%-33%)
Crawling	Occasionally (1%-33%)	Twisting	Frequently (34%-66%)
Grasping/Handling	Occasionally (1%-33%)	Walking	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	Balancing	Frequently (34%-66%)
Neck Flexion/Extension	Occasionally (1%-33%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Occasionally (1%-33%)	Change of Position	Frequently (34%-66%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort typically applied during normal work activities

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Frequently (34%-66%)	1 – 10 lbs.	Frequently (34%-66%)
11 – 20 lbs.	Frequently (34%-66%)	11 – 20 lbs.	Frequently (34%-66%)
21 – 50 lbs.	Frequently (34%-66%)	21 – 50 lbs.	Frequently (34%-66%)
51 – 100 lbs.	Frequently (34%-66%)	51 – 100 lbs.	Frequently (34%-66%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Frequently (34%-66%)

Working conditions of position

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify: Animals	Occasionally (1%-33%)
Vibration	Occasionally (1%-33%)	Others Specify: Slippery Surfaces	Occasionally (1%-33%)

Job specific conditions/demands

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Frequently (34%-66%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Frequently (34%-66%)	Hearing	Frequently (34%-66%)
Outdoors	Frequently (34%-66%)	Talking	Frequently (34%-66%)

Direct reports

None

Approved by:	<i>Energy Manager</i>
Date approved:	<i>01/29/2025</i>
Reviewed:	<i>01/29/2025</i>

The Employee’s signature below constitutes an employee’s understanding of the requirements, essential functions and duties of the position. This document doesn’t constitute a contract of employment. Pro Cooperative may exercise its employment-at-will rights at any time.

Employee (Print & Sign): _____ Date: _____