

## Job Description

<b>Job Title:</b>	Energy Advisor	<b>Reports to:</b>	Division Manager
<b>Location:</b>	Murray Heutz Oil and Propane	<b>Position Classification:</b>	Full-Time, Exempt

### **Position Summary**

The Energy Advisor is accountable to work with and through management, to direct, develop and execute strategic plans to support and increase sales volume of liquid and heating equipment. The Energy Advisor will develop and manage an opportunity pipeline to grow sales volume and improve service predictability to achieve targeted results. Develop and foster positive, professional relationships with representatives and key customers in assigned territory that grow in value for all parties. To be successful, the Energy Advisor must be a driven, motivated self-starter with a competitive nature and an ability to overcome obstacles.

### **Position Responsibilities**

- Work with Operations personnel to implement and manage a proactive, consultative and effective sales program – sell on value not price.
- Provide effective prospect development and pipeline management and develop strong working relationships with our companies and representatives to achieve desired results
- Serve as the technical expert for Sail Energy, equipment products and solutions in assigned territory, and primary point of contact for new accounts and equipment installations in the territory
- Analyze market trends and potentials; prepare forecasts and reports.
- Accountable for ongoing awareness of sales performance and funnel activity and documentation of such.
- Support market development, sales promotions, and pricing strategies for assigned territory
- Evaluate the effectiveness of promotion and advertising programs, and recommend changes or improvements
- Review complaints and suggestions relative to assigned product, products or service
- Accountable to manage relationships with an established portfolio of key customers by regularly keeping informed of their needs, providing solutions (both traditional and non-traditional in nature) that create appreciable value for them
- Recommend changes, improvements, or deletions in assigned product(s), and develops and suggests ideas for new products
- Monitor and report on the activities of competitors regularly. Have a strong, demonstrable pulse on the market.
- Maintain a favorable working relationship with all employees to foster and promote a cooperative and harmonious working climate consistent with company values.
- Act as a positive representative of all company efforts internally and externally.
- Perform all duties and responsibilities in a timely and effective manner in accordance with established policies to achieve overall objectives of this position
- Ensure duties and company projects are accomplished in an efficient and cost-effective manner
- Support and train technicians in the sales process to create leads and with technical questions.
- Adhere to company policies, values and safety culture.
- Accountable to meet or exceed monthly targets including revenue, account and margin growth/percent as well as sales of value-add services (budgets, service plans, autopay, Email statements, etc.)
- Position participates in a salary and commission compensation program
- Other duties as assigned

**Required Knowledge, Skills and Abilities**

- Attributes required include effective communication, motivation, team building, team involvement, diplomacy, delegating skills, including confidence and enthusiasm
- Must possess leadership capability, with the ability to understand the motives and objectives of the sales department and communication/interpersonal skills to effectively carry out responsibilities and to develop and motivate others. As this role is in the field, the ability to work well under limited supervision and guidance is mandatory.
- Possess creativity/adaptability to successfully manage the sales territory and effectively address changing business conditions and achieve targeted objectives
- Position requires the constant and consistent exercise of intellect, judgment, and ability to commensurate with executive and managerial positions in similar industries or situations
- Minimum of 5 years’ direct experience with B2C sales. Experience in the Heating & Propane Sector is preferred.
- Well-developed and effective written and verbal communication skills and the ability to appropriately target communication to intended audience, ranging from Operations Management to interactions and meetings with employees and customers. This position requires strong communication and interpersonal skills including team and relationship building.
- Demonstrated ability to work as part of a team
- Proficient knowledge of computers and typical petroleum software application, preferred (e.g., MS Office, Outlook, Word, Excel, PowerPoint, etc.)
- Ability and desire to travel to customer locations 85% of time or more
- Graduate of High School or equivalent
- Self-motivated competitor with a proven ability to exceed expectations and a high degree of comfort working independently in managing priorities and making decisions
- Strong sense of professionalism and ability to maintain discretion
- Must be able to pass a pre-employment physical (conducted at our occupational health provider’s location)
- Must meet employment eligibility standards set for criminal and other background checks

**Physical Demands and Work Environment**

While performing the duties and responsibilities of this position, the employee may be required to:

	Never	Occasionally	Often	Always
Talk, Hear, Vision–Close/Far			X	
Stand, Walk		X		
Push/Pull		X		
Lift < 25 lbs		X		
Sit			X	
Climb/Balance		X		
Stoop/Kneel/Crouch/Crawl		X		
Reach		X		
Feel/Use hands and fingers			X	

The employee will primarily work in a field environment – within and around customer locations that will vary from residences to commercial facilities. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Acknowledgement of Receipt and Understanding**

Employee Name: \_\_\_\_\_ (print) \_\_\_\_\_ (sign)

Date: \_\_\_/\_\_\_/\_\_\_