JOB DESCRIPTION

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| Job Title: | RTS Sales Manager | FLSA Status: | Exempt / Salary  |
| Department: | *Sales*  | Reports To: | VP of Sales |
| Prepared By: | Angie Phillips | Approved Date: | 1/18/2020 |
| Job Code: | SLS.160 | Approved By: | *Brad Van Dam* |

**Summary**
The Regional Technical Sales (RTS) Sales Manager will be responsible for the hiring, management, annual revenue growth, expenses, and defect goal attainment of the entire Regional Technical Sales field team. The RTS team executes field measurement, takeoffs, install trainings, and product demonstrations for new and existing Metal-Era customers. This position will work closely with the VP of Sales and Regional Business Development Managers (RBD’s) to establish local territory contractor targets annually for the RTS to convert from shop fabrication. Through a combination of takeoff services, field measurements, training, and product demonstrations to targeted customers, the RTS Sales Manager will monitor and oversee growth of this portion of the sales department. Training and education of new RTS team members, sales and workflow process development with the RTS team, as well as the establishment and management of activity goals on a weekly basis which directly result in revenue gains from the investment in the RTS positions are the primary functions of this position. Monthly safety trainings and tool box talks surrounding safety and best practices for the RTS team will be mandatory and executed by the RTS Sales Manager.

**Essential Duties and Responsibilities**

This list of duties and responsibilities is not all inclusive, and may be expanded to include other duties and responsibilities as management deems necessary. Candidates must be able to satisfactorily perform each essential duty listed, with or without reasonable accommodation:

1. Maintaining a safe and healthy culture within the RTS team including safety training and monthly toolbox talks
2. Development and execution of annual RTS team sales revenue growth goals and sales activity goals
3. Training and education of RTS teammates on essential sales and technical process to execute field measurements and new contractor conversion to Metal-Era products
4. Management of weekly sales activity by RTS teammates through Metal-Era CRM and reporting
5. Project resolution and CI surrounding field measure errors and customer experience with RTS services
6. Site travel to supervise RTS activities when necessary for training or improvement
7. Adhere to all company policies, procedures, and practices of Metal-Era; as well as adhere to all policies, procedures and practices of the customers’ sites you visit.
8. *All other duties as assigned by leadership.*

**Minimum Requirements & Qualifications:**
*The requirements listed are representative of the knowledge, skills, and/or abilities required to satisfactorily perform the essential functions of this position. Consideration will be provided to candidates with an equivalent combination of education and experience.*

High School Diploma or equivalent; plus 2+ years’ successful experience in a customer-facing position, preferably in an outside or B2B environment.

Proven ability to successfully work independently, effectively managing one’s own time and prioritizing one’s own workload.

Above-average computing and technical skills, including high level of proficiency in Microsoft Outlook, Word, and Excel.

Excellent written, verbal and interpersonal communication skills.

Strong technical sales management, customer service, and conflict resolutions skills.

Strong mathematical skills, including the proven ability to properly and accurately take, document, and aggregate measurements.

High attention to detail and a consistent history of accuracy in completed work.

Demonstrated ability to read and interpret blueprints and construction documents.

Ability to safely and regularly climb ladders to conduct inspections, demonstrations, and measurements of commercial roofing components.

Current valid drivers license, a clean driving record, access to your own reliable transportation, and ability to spend significant time driving a vehicle to appointments each workday (up-to 6-8 hours, in some cases.)

 **Preferred Qualifications**

Some experience working in construction or the roofing industry; with commercial experience or experience with metal roofing components in a low-slope or flat roofing environment is preferred. Or, some experience using or manufacturing sheet metal roofing and/or roofing edging is preferred.

Prefer candidates with some level of education in construction, construction management, or trades (e.g.: technical certificate, technical diploma, or degree)

Prefer 3+ years’ successful experience overseeing “field service” or outside “sales and consultation” activities in a business-to-business environment.

**Physical Demands**

This role requires frequent day and/or overnight travel to clients’ construction worksites and locations. This travel is most often by automobile, but may also include public transportation methods such as air travel, bus, subway, or train. *On occasion, candidates must be able to drive or travel up-to 8-10 hours in a given workday, depending on the size and location of their assigned regional territory.*

Once onsite, the RTS Sales Manager must be comfortable and able to safely work on commercial building roofs in variable weather conditions; often with the use of a free-standing ladder. Average height of commercial buildings we service range from 15’ to 30’ off the ground.

Candidates must have the ability to regularly lift up-to 75-pounds without assistance. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, reach above the shoulders, bend, and climb. Candidates must talk and hear during the sales and service aspects of the job; and use their hands to handle, finger, or touch objects, tools, and/or controls. The employee is regularly required to use ladders, stairs, and/or scaffolding.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

*The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Candidates must be able to satisfactorily meet the physical demands listed, with or without reasonable accommodation.*

**Work Environment**

The position is primarily based in Waukesha however will have some remote and field service work involved, with some exposure to driving conditions, construction sites, vendor sites, distributor sites, variable year-round weather conditions, and working at heights. Regular donning of PPE is required, based on the specific job site(s) for the work day. RTS manager may on occasion be asked to complete administrative work and follow-up tasks from a mobile office, hotel, or home office.

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| Employee or Candidate Acknowledgment |  | Date: |  |
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