



## Job Description

**Job Title: Regional Sales Manager**

**Job Family:**

**Job Sub Family:**

**Job Code:**

**Reports to: Director of National Sales**

**FLSA Status: Exempt**

**Effective Date: 05/02/16**

### Position Summary

The **Regional Sales Manager** will be responsible for driving sales activities within assigned territory by managing sales team, performing sales forecasts, ensuring sales revenue and profit growth, reviewing market analysis and monitoring pricing objectives. Lead manufacturers' sales representatives in writing specifications for: Pinch Valves, Pressure Sensors, Knifegate Valves, Redflex Products, Tideflex Check Valves, and Checkmate Valves. Provide direction, leadership, coaching and mentoring for manufacturing sales representatives and advance their professional development, conduct, sales effectiveness and efficiency. Educate the key customer base with product seminars and personal interface. The ideal candidate will also demonstrate the desire and ability to identify business needs, areas of improvement and objectives through research and data backed decision making that will empower them to make recommendations on appropriate business initiatives. Based in Carnegie, PA (a southern suburb of Pittsburgh), this position will report to the Director of National Sales.

**Essential Duties and Responsibilities** include the following:

- Achieve and exceed region's monthly, quarterly, and annual sales quota, strategic and unit sales mix objectives, profit goal and market share goals
- Develop sales plans and strategies to increase market penetration within region. Participate in annual sales strategy planning
- Develop annual sales quotas for sales representatives and distributors. Manage and control department expenses at or below budgeted levels
- Generate quotations to identified strategic key accounts monthly
- Develop and implement action plans for responsible sales representatives through periodic meetings with end product users (minimum 24 visits per month) and traveling with sales representatives
- Write, translate and understand technical specifications for proper valve selection and optimization. Document 10 new specifications per month
- Conduct 20 technical seminars per month while traveling with manufacturers representatives to end user sites
- Travel with sales representatives providing individual coaching and professional development to each member of the regional selling team (target 15 days per month or 60% of available time.)
- Communicate with the Director of National Sales to ensure customer commitments and opportunities are captured



- Plan and coordinate semi-annual Area Sales Meetings. Attend and staff national or local sales meetings as requested
- Ensure manufacturers sales representatives achieve and exceed individual monthly, quarterly and annual sales quota, strategic and regional sales mix objectives
- Complete Field Sales Management Reports and distribute reports for each field visit
- Perform annual evaluations and conduct formal documented feedback sessions with manufacturers' representatives on an annual basis
- Recruit, develop and train sales representatives and specialists with clearly communicated sales and overall performance standards
- Develop training and conduct performance evaluations for sales representatives
- Direct and participate in customer appreciation programs
- Assist Inside Sales Manager in closing open opportunities as required
- Other duties may be assigned.

### **Supervisory Responsibilities**

Directly manages a rep network. Carries out managerial responsibilities in accordance to the Company policies, the Code of Ethical Business Conduct and applicable laws.

### **Education**

Bachelor's degree (B.S./B.A.) preferably in Civil (Water Resources), Mechanical Engineering, Sales, Marketing, Business, or related field experience

### **Skills/Experience**

- Positive attitude
- Demonstrate a high level of energy, drive, enthusiasm, initiative, commitments and professionalism.
- General understanding of municipal markets
- Experience in calling on and reviewing applications with contractors, process engineers, mechanical engineers, chemical engineers, maintenance engineers, and planners.
- General understanding of fluid dynamics and piping specifications
- Minimum 5 years of sales, marketing or other commercial business experience. Preferably in a low volume, highly engineered manufacturing environment, preferably in the areas of dams, reservoirs, power or hydroelectric power, water and wastewater, or in the municipal sales arena.
  - Experience in the valve, pump or industry is desirable
- Strong relationship building skills
- Ability to work proficiently on a cross functional team to achieve project goals
- Excellent time management, communication, Customer services, and interpersonal skills.
- Proficient in reading and interpreting Customer specifications.
- Technical aptitude and familiarity with manufacturing processes
- Excellent people, communication (written and verbal), negotiation and facilitation skills.
- Must be a self-starter with the ability to work autonomously as well as part of a team.
- Superior interpersonal, oral, written communication and problem-solving skills
- Ability to understand and follow written and oral instructions, with acute attention to detail



- Flexibility to adapt to deadlines, changing schedules, priorities, and unpredictable events within a fast-paced manufacturing environment
- Ability to adapt to unfamiliar processes and situations with minimal review/supervision
- Highly organized and able to manage multiple projects simultaneously
- Proficient with Windows, MS Office, and CRM systems
- Experience working with a highly motivated sales team
  - Managing a network of reps is also desirable
- Excellent verbal, written, management communication and presentation skills
- Meet or exceed strategic sales, orders, quotations, winning percentage and spec project goals for Red Valve
- Manage metrics with action plans and bowlers in strict accordance with the Goal Deployment Process.
- Demonstrated proficiency in time and project management
- Ability to adapt to unfamiliar processes and situations with minimal review/supervision.

## **Travel**

Employee must be able to travel 50% of the time.

## **Core Competencies**

- Creativity
- Perspective
- Business Acumen
- Drives for Results
- Hillenbrand Operating Model Operating Model
- Team Player
- Sound Decision Making
- Promotes Diversity
- Motivates Others
- Develops Others\*
- Communication
- Humility

## **Physical Demands (Make sure nothing needs to be edited)**

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to handle and feel, reach with hands and arms, talk and hear. The employee may occasionally be required to crouch. The employee may occasionally lift items as heavy as 25lbs. Specific vision abilities may include the employee's ability to see near and far distances.

**DISCLAIMER:** The above information on this job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities



and qualifications required of any employee assigned to this job. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time.

**Equal Employment Opportunity Employer: Female/Sexual Orientation/Gender Identity/Minority/Veteran/Disabled**

<b>ACKNOWLEDGED AND UNDERSTOOD BY:</b>	<b>DATE:</b>
_____	_____
Employee	

<b>Approved By:</b>	<b>DATE:</b>
_____	_____
Supervisor	