

## Biodiesel Consolidated Job Description

<b>Name:</b>	<b>Department:</b> Sales
<b>Title:</b> Sales Clerk	<b>FLSA:</b> Non-Exempt
<b>Date:</b> June 2007	<b>Reports To:</b> Sales Manager

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### PURPOSE OF POSITION

Sells Bio-Diesel, Bio-Products and Fuels by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Sells Company goods and products

Performs sales operations for Bio-Diesel, Bio-Products and Fuels

Quotes prices and credit terms and prepares sales contracts for orders obtained

Enters new customer data and other sales data for current customers into computer database.

Estimates date of delivery to customer, based on knowledge of own firm's production and delivery schedules

Prepares reports of business transactions and keeps expense accounts

Responds to service requests or customer inquiries as needed

Works as inside sales representative to keep account activities and literature up to date

Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, Internet Web sites, and other sources

Maintains relationships with existing clients and customers

Develops new customers

Operates as Inside Sales as well as Outside Sales

Maintains records of work performed and contacts made

Arrives at work and scheduled appointments on time and ensures that work responsibilities are covered when absent.

Works safely at all times and participates in safety training

Other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies :

**Problem Solving** - Develops alternative solutions; Works well in group problem solving situations.

**Technical Skills** - Strives to continuously build knowledge and skills; Shares expertise with others.

**Oral Communication** - Listens and gets clarification; Responds well to questions.

**Written Communication** - Writes clearly and informatively; Varies writing style to meet needs.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Initiative** - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.

## **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**

High School diploma or G.E.D., plus Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE ABILITY**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **COGNITIVE DEMANDS**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of internet usage and navigation, Microsoft Windows, Microsoft Excel or Lotus 1-2-3 Spreadsheet software and Microsoft Word or Word Perfect Word Processing software.

**OTHER QUALIFICATIONS**

Must maintain a valid drivers license and have an operational personal vehicle with current auto insurance; or the ability to rent and operate a vehicle for travel when required..

**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 is regularly required to sit; use hands to finger, drive, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 28 pounds. Specific vision abilities required by this job include distance vision, depth perception and ability to adjust focus.

**ENVIRONMENTAL ADAPTABILITY**

The noise level in the work environment is usually moderate. This position may occasionally require that an employee wear personal protective equipment such as a helmet, safety glasses, safety shoes, gloves or a respirator.

**ACKNOWLEDGEMENT**

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Biodiesel Consolidated reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Biodiesel Consolidated I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and Biodiesel Consolidated has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Biodiesel Consolidated is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Biodiesel Consolidated will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Biodiesel Consolidated.