

Biodiesel Consolidated Job Description

Name:		Department:	
Title:	Vice-President of Sales	FLSA:	Exempt
Date:	Aug 2008	Reports To:	President & CEO

PURPOSE OF POSITION

Manages sales activities of organization 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.

Develops markets for Company goods and products

Manages sales of Company goods

Oversees all sales operations for Bio-Diesel, Bio-Products and Fuels

Develops new customers

Assists in developing and implementing yearly budget

Develops and implements strategic sales plans to accommodate corporate goals.

Directs sales forecasting activities and sets performance goals accordingly.

Directs staffing, training, and performance evaluations to develop and control sales program.

Meets with key clients, assisting sales representative with maintaining relationships and negotiating and closing deals.

Prepares periodic sales report showing sales volume, potential sales, and areas of proposed client base expansion.

Directs product research and development.

Monitors and evaluates the activities and products of the competition.

Recommends or approves budget, expenditures, and appropriations for research and development work.

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

Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises 6 to 15 direct or indirect employees in the Sales Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

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

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Listens and gets clarification; Participates in meetings.

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

Teamwork - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Managing People - Develops subordinates' skills and encourages growth; Improves processes, products and services.

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

Business Acumen - Understands business implications of decisions; Demonstrates knowledge of market and competition.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

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

Associate's degree (A.A.) or equivalent from two-year college or technical school and two to four years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES AND LICENSES

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.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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 Microsoft Windows, Power Point or Harvard Graphics presentation software, Microsoft Excel or Lotus 1-2-3 Spreadsheet software and Microsoft Word or WordPerfect Word Processing software.

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 and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. 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 close vision 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.