



HVAC
Job Description

Job Title: Regional Sales Manager
Department: Sales
FLSA Status: Exempt
Position reports to: Sales Director

Position Summary (Purpose of job):

This position will be responsible for Business-to-Business sales of HVAC products or services. Duties involve direct one-to-one communication with customers or clients, answering questions concerning products or services, selling products and services to new and present clients, and contacting prospects and explaining features and merits of products or services offered by utilizing persuasive sales techniques. Coordinating company product support (including technical engineering support) and services to ascertain customer's needs and increase sales. Will close transactions and take orders. Will estimate time and sales expenses expected and submit to management. Help provide product/service warranty claim information to ensure resolution within company policies. Analyze records of present and past sales, trends, and costs, estimated and realized revenue, administrative commitments, and obligations incurred to interpret accounts, trends, and records and report to management.

Key Responsibilities

		%
1.	Conduct face to-face meetings with potential customers, Wholesale Reps, Spec Reps, Distributors, and Sales Team members to promote company products and services including building relationships internally and externally	40
2.	Liaison between external customers and Samsung HVAC, communicating with departments to ensure concerns and problems are solved immediately and exceeding customer expectations.	20
3.	Responsible for actively working with Sales Leaders on developing, maintaining, and adjusting sales plans, target accounts, key projects and Distributor planning including joint calls and assisting in planning, forecasting and reporting to Samsung HVAC Senior Sales Leaders	15
4.	Ensures that Samsung HVAC's internal tracking systems are kept up to date	10
5.	Develop, implement, track, and report on regional sales growth plan based on programs, target account opportunities, project tracking and distribution planning	10
6.	Collect competitive price sheets on a continual basis to ensure we are well priced in the marketplace	5

100%

Minimum Job Qualifications:

Education/Training –

- Bachelor's degree or equivalent with a certificate in Heating, Ventilation, and Air Conditioning or an equivalent combination of education and experience required.
- HVAC License & Certifications preferred
- 7 - 10 years specialized sales and knowledge in HVAC industry

Business Experience –

- Computer software programs proficiency including MS Office (Word, Excel) preferred.
- Demonstrated ability to develop, implement and execute business processes.
- Strong personnel management skills and experience.

Specialized Knowledge/Skills –

- Strong customer service skills and the ability to establish, build and maintain strong customer relationships
- Plan, organize, and prioritize multiple assignments and projects
- Positive attitude and dedication to ensuring customer satisfaction
- Experience with a variety of training delivery methods and training development
- Demonstrated competency in both oral and written modes for internal and external personnel at all levels
- Work independently and in a team environment in order to achieve personal and team goals and complete assignments within established time frames with minimal supervision

Working Conditions:

Environment (Office, warehouse, etc.) –

- Operate a computer keyboard, telephone and view a video display terminal more than 90% of work time
- Visual acuity, color distinction, and numeric and character detail distinction for the analysis and preparation of statistical reports and information

Physical Requirements (Lifting, standing, etc.) –

- Lift, move, or adjust general office equipment, boxes, or materials weighing up to 50 pounds using proper materials handling equipment and procedures
- Occasionally work additional hours beyond normal schedule
- Individual must possess a valid driver's license in good standing
- Regular travel requirements with occasional overnight travel up to 75% required.

(This description is general in nature and is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned as needed to meet company goals.)