



## DCL Mooring and Rigging Job Description

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other duties as may be required by their supervisor.

**Position:** Sales Executive      **Reports To:** VP- Sales & Marketing  
**Department:** Sales      **Status:** Fulltime, Exempt

### **Position and Company Overview:**

Product and industry knowledge, responsiveness, customer care and energy within DCL's inside sales team has been a cornerstone in DCL's successful history of consistently exceeding customer requirements. The inside sales team partners with the outside sales force and the operations department to secure the sale, affect the delivery and manage customer service activities. The information gathered by the inside team feeds the entire sales process and is critical to DCL's continued success.

### **Primary Objective:**

Generate sales of DCL's products and services, close sales opportunities and maintain favorable and supportive relationships with customer, company and supplier personnel.

### **Major Areas of Accountability:**

- Align with the company purpose, culture and vision.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, co-workers, suppliers and management.
- Promote, generate, negotiate, and close the sale of company products and services through telephonic, electronic and written communication with customers and suppliers.
- Respond promptly and effectively to customer and supplier inquiries.
- Develop existing customer accounts and identify new accounts.
- Establish and maintain favorable and supportive relationships with customer, company and supplier personnel.
- Serve as an interface between customers, company personnel and vendors to obtain and communicate technical information, support product delivery, ensure customer satisfaction, identify new opportunities and ascertain customer and industry needs.
- Periodically call on customers to identify their needs for company products and services.
- Work closely with customer, company and supplier personnel to understand and meet customer needs.
- Continuously maintain active professional growth by participating in trade associations and attending appropriate seminars and classes to keep all necessary certifications and skills current.
- Monitor and report on competitive activity and market intelligence and provide feedback within the company.
- Develop and provide sales forecasts within area of responsibility.
- Work on special projects as necessary

### **Position Qualifications:**

- Bachelor degree and/or min. 2 years experience in sales or related industry fields with preference for experience in the marine, oil & gas and industrial areas.
- Possess the ability to communicate effectively, both orally and written, and deal tactfully with personnel, vendors, customers, and the general public.
- Experience and skills in computer usage and technology.
- Capable of working with a high degree of personal discipline, drive and professionalism.
- Positive attitude, strong reasoning ability and assertiveness
- Sales, leadership and interpersonal skills and qualities.
- Excellent time management and organizational skills.
- Display moral integrity and a desire to continuously learn and grow
- Ability to work within a team environment, take directions, learn and coach.
- Pass background check and drug testing before and during employment, with no disqualifications

### **Physical Requirements:**

- Sit frequently, stand and walk occasionally.
- Push, pull and reach above shoulders frequently. Squat, crouch, bend and kneel occasionally.
- Occasionally lift up to 25 lbs. and frequently lift up to 10 lbs.
- Use hands for simple and firm grasping and fine manipulation

### **DCL Mission:**

To provide the most safe, effective and economical lifts and connections to marine and industrial customers.

### **DCL Operating Principles:**

1. Safety of life, limb and property is never compromised and is our first priority.
2. Our products and services are made right, the first time.
3. We respect people, equipment and property at all times.
4. Customer service drives all of our actions and is the most important part of our business.

### **DCL Quality Policy:**

- a. Understand our customer's requirements
- b. Meet those requirements each and every time and
- c. Continuously improve our processes

### **DCL Vision:**

To be the dominant rope, rigging, mooring and industrial supply company in the areas we operate and markets we serve.

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As a DCL employee, I will conduct myself to reflect the company's mission and values.

I have read the above job description and understand that this is not an exhaustive list of the duties and responsibilities assigned to this position. I have had the opportunity to ask questions about anything in this description I do not understand. I am able to complete these job responsibilities with or without reasonable accommodation. I agree to a physical fitness test to ensure I am capable to perform the physical requirements necessary for this job and understand my job offer is contingent on passing this test. I understand I will be subject to a pre-employment drug test and criminal background check and my job offer will depend on the results. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these duties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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