



Job Description

Job Title: Outside Sales			
Division:	Energy	Hours:	8-5 Mon-Fri; add'l as needed
Location:	Fuel Admin 3653 NE Steelhead Run Drive Albany, Oregon 97321	Travel Required:	Yes, some: trade shows, trainings, etc.
Level\Pay Range:	Sales \ \$65,000 - \$80,000	Position Type:	Outside Sales; OT Exempt
Reports to:	Energy Division Manager		

PURPOSE

The purpose of this job is to produce and maintain energy sales to outside customers including Pratum Co-op growers. This contributes to Pratum's overall mission, which is to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- Advise on and offer Pratum's energy product line of bulk fuels, lubricant oils, cardlock, and propane to current and prospective customers
- Build and maintain a customer base through proactive sales calls, customer service and business management
- Aid in developing price lists, innovative sales programs, and customer incentives
- Work with inventory and product information for customers
- Record sales information
- Assist with ensuring the credit worthiness of customers, promoting use of credit programs as a sales tool
- Assist with account collection as needed according to credit policy
- Develop and maintain knowledge of company programs, billing procedures, and the monthly statement process
- Follow up with customer complaints and find resolutions in a timely manner
- Deliver packaged goods in a pickup (as a backup) when necessary
- Backup support to bulk fuel, propane, and transportation dispatch if needed
- Responsible for compiling evening fuel price lists 2-3 times per week
- Other tasks as assigned by the Division Manager

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum's Values



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- **Integrity:** always doing the right thing
- **Safety:** committed to a safe environment for our employees and customers
- **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Come to work with a positive attitude, contributing to a winning culture
- Work with drivers to maintain and improve efficiencies and teamwork
- Attend industry meetings and shows to assist with strengthening customer relationships
- Application of high-level experience and intellect to the above tasks

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 2-to-3 years of experience in energy sales
- On-the-job training available

PREFERRED SKILLS

- Competence in word processing, spreadsheets, database programs
- Efficient and effective communication
- Familiarity with and willingness to learn how to use various field technology

ADDITIONAL NOTES ...

- Equipment Provided: Laptop and accessories, credit and fuel cards, pickup (or vehicle allowance), cell phone

Prepared By:	Mark Garland, HR Manager	Date:	June 3, 2019
Approved By:	Nolan Schrock, Division Manager	Date:	June 1, 2022
Last Updated By:	Brandi Hollstein, HR Generalist	Date/Time:	June 1, 2022
Employee Name:	Robert Rash	Email:	
Employee Signature:		Date:	



Job Description

Physical Requirements

General Notes:

A sales position with some significant physical requirements

Tools & Equipment Used:

Typical office equipment, pickup truck, pumping equipment and tools

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting				X		2	6
Standing				X			
Walking			X				
Change Positions?				X			

LIFTING AND CARRYING

- 1-20 lbs
- 21-50 lbs
- 51-75 lbs
- >75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs			X		
51-75 lbs		X			
>75 lbs	X				

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

OTHER PHYSICAL REQUIREMENTS

- Bend/Stoop
- Twist
- Crouch/squat
- Kneel/Crawl
- Walk-Level surface
- Walk-Uneven surface
- Climb Steps/Ladder
- Work at heights
- Reach at or above Shoulder
- Use of Arms, Wrist
- Use of Hands grasping/squeezing
- Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/squat			X		
Kneel/Crawl		X			
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder			X		
Work at heights			X		
Reach at or above Shoulder			X		
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing				X	
Operate foot controls			X		

ENVIRONMENT:

Inside 50 % of time Outside 50 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Employer Representative(s):

Print Name	Title	Signature	Date
Nolan Schrock	Division Manager		