



**POSITION:** Regional Sales Manager

**ACCOUNTABLE TO:** VP of Sales & Marketing – Life Sciences

**DEPARTMENT:** Sales & Marketing

|                 |           |        |
|-----------------|-----------|--------|
| JOB CODE        | 600 - 002 |        |
| SALARY GRADE    |           |        |
| HR /DATE        |           | 4/2005 |
| DEPARTMENT/DATE |           | 8/2011 |

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**PRIMARY OBJECTIVE OF POSITION**

To act as an inside and outside sales representative, who contacts established and prospective customers for the purpose of selling DCI products and services.

**ESSENTIAL RESPONSIBILITIES**

1. Plans, schedules, communicates with, and makes calls on established & prospective customers within an assigned area of responsibility; in response to trade inquiries; or at their manager’s direction.
2. Prepares sales proposals with related documentation for established & prospective customers based on the customers stated needs according to DCI’s current requirements, policies, and procedures.
3. Assist the sales function in analyzing each established & prospective customer’s future sales potential.
4. Represents DCI in a business-like manner, maintaining the positive reputation of the company.
5. Maintain regular contact and good relationships with coworkers and established & prospective customers.
6. Communicate and document actively to appropriate sales team member(s) and Sales Management, including the use of DCI CRM tools.
7. Make recommendations to management/engineering regarding new or revised designs based on customer requirements.
8. Prepare an annual Business and Sales Plan for assigned region.
9. Assist other sales functions and personnel as assigned.
10. Willing and able to travel according to the requirements of the sales department, position may require 50% travel time.

**ADDITIONAL RESPONSIBILITIES**

1. Attend trade shows, seminars, and meetings as requested.
2. Perform other duties as assigned.

**QUALIFICATIONS**

1. College education or equivalent experience.

2. 3 – 5 years experience in sales in a manufacturing environment.
3. An aptitude for accuracy, attention to detail, and ability to work independently.
4. Strong office technology skills, including but not limited to: Microsoft Excel, Microsoft Word, Powerpoint, and Microsoft Outlook.
5. Capable of multi-tasking.
6. Ability to communicate effectively orally and in writing, including public speaking.
7. Ability to project a positive and professional image to employees, vendors, and customers.
8. Ability to work in team environment and work with diverse constituencies, including customers, sales, and support personnel.