



Job Description

Job Title: Facility Solutions Consultant

FLSA Status: Exempt

Group: Facility Services

Worker's Compensation Code: 8742

Reports to: Sales Manager

EEO Job Category: Sales

Summary of Job: Responsible for executing the sales process to cultivate, qualify and close new sales opportunities within an assigned geographic area and achieve profitable growth and volume goals. Prospect and listen to facility owners or managers to learn needs. Propose appropriate Lee Company value proposition using a consultative selling approach to provide technical solutions and operational expertise with a focus on the sale of preventative maintenance HVAC agreements.

Essential Duties and Responsibilities: (include but are not limited to)

- Identify and initiate contact with prospective customers to sell, renew and expand renewable service agreements, including multi-year agreements
- Propose changes in equipment, processes or use of materials or services which would result in cost reduction or improvement in operations
- Address customers' operational and environmental objectives needs and requirements.
- Recommend solutions and links customer objectives to total value solution and Lee Company's competitive advantages
- Prepare sales or service contract for products or services
- Develop and maintain a full pipeline of opportunities that assures sales goal attainment
- Strong listening skills and converting customer input to developing consultative solutions
- Sells full portfolio of services
- Keep Manager informed of sales progress, account status and changes in the marketplace through CRM, regularly scheduled meetings and sales tracking reports. Will call for assistance from Manager to keep the sales process moving
- Perform market and competitor market analysis to identify external threats and opportunities and how to sell effectively against competitors
- Ensure work is performed ethically and in compliance with state, local and Federal legal requirements as well as in adherence with company safety standards
- Utilize current and creates new, innovative sales tools to effectively plan and increase business opportunity in accounts
- Pursue training and development opportunities whenever needed to improve capabilities
- Participate in professional organizations, regional networking opportunities, trade shows and conventions

Skills and Abilities:



- Requires the ability to identify and understand customer needs and close the sale
- Requires effective time management skills
- Requires well developed listening skills
- Requires the ability to learn and be trained
- Requires the ability to stay current with recording planning and sales activities through CRM
- Requires the ability to accept and implement change
- Requires commitment to integrity and quality in business
- Requires ability to sell newly developed technologies to marketplace
- Requires excellent initiative and dependability
- Requires excellent interpersonal and communications skills – actively listens, probes and identifies concerns
- Requires the ability to influence account decision makers at key levels
- Requires good organizational skills
- Requires a professional and positive demeanor
- Requires the ability to assess difficult customer situations and develop effective solutions
- Requires the ability to explain technical/mechanical information to non-technical audience
- Requires good analytical ability
- Requires the ability to meet deadlines for mandated time line sensitive projects and initiatives.
- Requires the ability to accept and execute policies and procedures as directed.

Education and Experience:

- Bachelor's degree in business, engineering, or related discipline preferred
- A minimum of three years of progressive field sales experience with at least one year successfully selling similar service or projects

Physical Demands/Working/Conditions:

The physical activities described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

Individuals may need to ride or drive in a vehicle for 2 or more hours at a time depending on position.

Individuals working at an outside job site may be exposed to varying temperatures including very hot (above 90 degrees F) or very cold (below 32 degrees F) and all weather conditions.

Individuals may be exposed to: cramped work spaces, contaminants, extremely bright or inadequate lighting conditions, exposure to sounds and noise levels that are distracting or uncomfortable.

Performing this job requires frequent use of hands to handle, control or feel objects, tools or controls. Must be able to sit, talk, hear, and stand frequently throughout the day. Must be able to climb, reach above shoulder height, stoop, kneel, crouch or crawl frequently. The position occasionally may require lifting heavy objects (up to 75 pounds) and performing strenuous physical labor under adverse field conditions.

Individuals may occasionally be exposed to hazardous conditions, high places and /or hazardous equipment. May work with or around chemicals that require knowledge of a safety data sheet.



Individuals in an office-based position will encounter ambient room temperatures, fluorescent lighting, and will be expected to operate traditional office equipment as found in any typical office environment. Individuals may need to sit at a desk or table for long periods of time. An office worker may also be expected to spend long hours in front of a computer screen. A person in this position can be expected to reach over shoulder heights; crouch or stoop below the waist; experience repetitive wrist, hand, or finger movement; occasionally lift up to 25 pounds depending on the position.

I have received and read my job description and understand the requirements of the job. I understand this job description is not intended to be all-inclusive; I am expected to perform other duties as assigned. Further, I acknowledge that Lee Company reserves the right to revise or change job duties as the need arises.

Employee's Signature

Date

Print Employee Name

Supervisor's Signature

Date

Print Supervisor Name