

Position Overview

In order to accelerate the growth of company sales, the Sales Manager will establish and direct our inside sales, marketing and customer service teams responsible for selling and supporting our Certified Reference Material products globally. Products will include the company's comprehensive range of Inorganic, Organic and Industrial Hygiene standards used in a wide range of scientific disciplines and laboratory analysis techniques. The successful candidate will be energetic, persuasive, well organized and able to demonstrate the ability to sell.

Essential Duties and Responsibilities

- Define and execute appropriate sales strategies; business development, marketing, technical, ad operations and sales support programs to maximize sales and profitability
- Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors; instituting changes to sales programs when necessary
- In conjunction with Senior Management, establishes and adjusts selling prices by monitoring costs, competition, and supply and demand
- Grow and support our domestic and global distribution channels
- Create and advertise weekly, monthly and quarterly sales goals and keep the executives apprised of progress
- Maintains and directs sales staff by recruiting, selecting, orienting, and training employees
- Maintains sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results
- Motivate and energize the sales and customer service staff to make proactive decisions in all their communication with clients
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Respond to technical customer enquiries as needed
- Adhere to all ISO 9001 policies and procedures
- The position may require up to 30% travel
- Other duties assigned by the President

Position Requirements

- Bachelor's degree, preferably in Chemistry/Biology
- 2+ years' experience in sales management preferably in the laboratory or science sector
- 5+ years' experience in direct or outside sales (B2B) with a proven track record of exceeding sales targets and strong negotiation skills
- Strong prospecting skills and excellent closing skills
- Ability to communicate technical product information to both technical and non-technical professionals
- Exceptional verbal and written communication skills
- Proficient with Microsoft Word, Excel and Power Point and preferably ACT CRM program

This description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

About High-Purity Standards

High-Purity Standards has proudly served the scientific community for the past twenty years with high quality spectrometric standards and reference materials for AAS, ICP, ICP-MS, GC, GC-MS and IC, and has now expanded our stocked reference materials to include ISO 17034 multi-component organic reference materials.

Approximately one-half of High-Purity Standards business is in the preparation of custom blends and difficult to prepare special mixtures. In addition, we've expanded our Organics lab. New products of note include expanded spiked filter products in addition to organic reference materials designed to meet EPA testing requirements and additional products from customer requests.

In April 2011, the company moved into a new headquarters in Charleston after an extensive planning and remodeling project. This represented a major milestone for the company with its expansion into an 18,000 square foot facility, nearly doubling its former lab space.

Today, the company employs over 40 chemists, sales and shipping specialists. HPS is an internationally recognized manufacturer of analytical standards and certified reference materials sold to municipalities, research labs, colleges, mining operations, chemical and pharmaceutical producers around the globe.

