

EnerCorp Engineered Solutions, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp specializes in providing its customers sand filtration and sand management technologies / services, and custom fabrication. We are committed to delivering high quality specialty products and services, on budget, on time, and exceeding customer expectations while providing a safe and excellent working environment for our employees. EnerCorp provides innovative technologies produced in North America that deliver engineered solutions.

1.0 DUTIES AND RESPONSIBILITIES

The Sales Coordinator is responsible for the ongoing development and maintenance of relationships with customers within assigned region. This individual acts as the primary point of contact for sales administrative tasks, ensuring that EnerCorp maintains an active schedule for customer appreciation and entertainment events, and reporting and managing client expectations. The Sales Coordinator will report client's short and long-term needs and ensure that they are compliant with Enercorp's delivery. Customers will communicate upcoming projects directly through the Sales Coordinator and this individual will ensure proper communication within sales and operations takes place to ensure proper execution on the new assignments. This position requires teamwork with sales and contact with marketing to prepare sales presentations and ideas to upsell Enercorp's products and services. This position will serve as an interface between operations, sales and customer service team in the company. The Sales Coordinator must help the sales team maintain awareness of customer account demands, help plan for those demands, and support the sales team in generating sales for the company.

1.1 Specific responsibilities

- Operate as the lead point of contact for getting client signatures on field tickets for assigned area. Additionally, if there are accounts payable delays or issues, act as the primary contact supporting the administrative team to get issues resolved.
- Work with sales team to ensure clients are properly set up prior to jobs being performed. Work with account managers and sales team to ensure all proper paperwork is completed on time.
- Build, maintain, and be primary person responsible for executing customer appreciation events (site barbeques, lunch and learns, catered events, etc..) as well as customer entertainment events (golf, sporting clays, professional society events, etc.). This should all be directed at building and maintaining strong, long-lasting customer relationships.
- Maintain relationships with clients and present new products. Gain and maintain a high level of customer satisfaction. Actively solicit client feedback and work with sales and operations to address any issues.
- Ensure proper communication with sales and operations as she closes on newly assigned projects from customers to ensure flawless execution.
- Frequently be present for rig-ups to check-in with client on the satisfaction of the work being performed and use it as an opportunity to show the client appreciation (snacks, meal, etc..) for their business. Report client feedback to sales and operations.
- Ensure all client and account information for active accounts and prospects is accurate in CRM

systems. Work with sales team to ensure all contacts, opportunities, and accounts are getting loaded into CRM and that information is maintained and correct at all times.

- Coordinate trade show and professional society presentations, booths, and sponsorships.
- Demonstrate ability to communicate, present and influence key stakeholders at all levels of an organization.
- Help customers through email, phone, online presentations, screen-share and face-to-face meetings.
- Enhance department and organization's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Monitor and analyze customer's usage of our products and work with sales team to improve the value that EnerCorp delivers to the customer.
- Responsible for working with the Sales team to onboard and integrate new clients and developing existing client relationships.
- Coordinate, maintain, and present status reports.
- Facilitate enhancements to communications, tools, capabilities and product lines.
- Participate in, collaborate on, and communicate in-house brand promotions.
- Communicate daily with clients, managers and sales to demonstrate value and stay informed.
- Handle difficult clients politely.
- Actively listen to clients and know business, company, and products.
- Ability to travel extensively.
- Provide information about competitor's sales, designs, and market share.
- Observe safe work practices, safety rules, regulations. Complies with EnerCorp and client safety policies and procedures. Initiates JSA procedures and hazard recognition practices prior to any job tasks during the training phase. Corrects obvious hazards immediately.

2.0 REQUIREMENTS

2.1 Education, Training and Experience

- A bachelor's degree in business or related degree and at least two years of confirmed advancement in sales.
- Two to five years in a sales or sales support.
- Proven ability to manage numerous projects at the same time.

2.2 Skills and Abilities

- Knowledge of business
- Communication and organization skills
- Emotional intelligence
- Excellent listening and negotiation skills as well as strong written and presentation skills
- Technical ability
- High level of general office software (PowerPoint, Excel, Word, Outlook)
- Detail oriented individual with proven ability to prioritize and complete multiple projects concurrently and within projected deadlines. Ability to offer creative solutions and resourceful problem-solving skills a must.
- Energetic self-starter with the ability to work in a fast-paced environment. Must have flexibility of working extended hours as needed, and the ability to work independently.

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- In addition to independent qualities, the ability to work well as part of a team is vital.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Pass the required drug and alcohol screening as well as MVR.
- Clean driving record with ability to travel to customer sites on a regular basis.
- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms, talk or hear and taste or smell.
- The employee is regularly required to sit, stand and walk. The employee may occasionally be required to climb to heights of less than 10 feet, balance and stoop, kneel, crouch and crawl under and around equipment.
- Ability to occasionally lift office products and supplies, up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

4.0 OTHERS- TRAVEL

- This position requires frequent day and overnight trips outside the local area and occasional international travel.
- Work will be performed in various environments such as office, shop/warehouses, and client sites.
- Various outdoor weather conditions and loud work areas to be expected while in the field.
- The employee must be able to work independently and will spend approximately 30% of their hours in an office environment but will spend the other 70% of his/her time visiting clients.
- The employee must be adaptable to the unique working conditions that consist of long and irregular hours and changes in locations to meet client needs.

5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed