



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • [www.columbiachemical.com](http://www.columbiachemical.com)

**At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.**

**Position Summary:** Sales Representative

This position is a sales position with a heavy emphasis on cold calling new prospective customers. As a customer is established, some technical analysis and troubleshooting is required.

**Essential Functions:**

1. Promote direct sales to new potential end-users within territory.
2. Gather market data for territory including market size, potential customer list, and competition in the market.
3. Follow-up on incoming leads within the territory generated from the website, email or advertising.
4. Work closely with distributors within the territory to provide sales and support.
5. Work closely with Technical Account Managers to provide technical service and support to customers and prospective customers.
6. Work with prospective customers to start up or convert new baths.

**Nonessential Functions:**

1. Prepare and distribute sales quotes to new and prospective customers.
2. Place orders and sample requests for territory as needed.
3. Utilize CRM system to track prospects and customer visits and issues.
4. Assist in processing customer returns and customer complaints.
5. Collect samples from customer baths and ship to our laboratory for analysis.
6. Assist Accounting in resolving collections issues for your territory.

**Competencies:**

1. Communication skills (written and verbal)
2. Ability to assess customer needs
3. Comfortable with cold calling and rejection
4. Flexibility and adaptability
5. Works well in a team
6. Quality of work
7. Ability to multitask

**Work Environment:**

1. This position is performed in based out of a home office. Company hours are Monday through Friday 7:45 to 4:00 pm EST, although due to customer hours and travel, actual hours will vary for this position.
2. This position requires frequent travel (more than 80%) within territory and to home office in Brunswick, Ohio.
3. Proper personal protective equipment (PPE) should be worn when on site at a customer or prospective customer including safety glasses and steel-toed shoes. Position requires handling hazardous chemicals.
4. This position is salaried with opportunity for commissions.



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • [www.columbiachemical.com](http://www.columbiachemical.com)

### **Physical Demands:**

1. While performing the duties of this job, the employee is regularly required to transport pails up to 50 lbs in weight, drive for extended periods of time (up to 6 hours), stand for extended periods, transverse customer work sites, sit, bend, reach with hands and arms, ascend/descend stairs, push/pull, use hands, use analytical thinking, and observe, converse, and exchange information.
2. The employee must occasionally lift and/or move up to 50 pounds.
3. The noise level in the work environment is ranges from quiet (while traveling) to loud (while on a customer work site).

### **Education and Experience:**

1. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required.
2. Ability to use internet, computer, copiers, fax machine and scanner is required.

### **Compensation:**

1. Education: Bachelor's degree in Business or Chemistry is preferred;
2. Years of experience: Previous chemical sales experience is required; Technical service and metal finishing experience is preferred.

### **Contact:**

Email resume in PDF or Word format to [careers@columbiachemical.com](mailto:careers@columbiachemical.com)

*No phone calls please.*