

JOB OPPORTUNITY

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| **JOB INFORMATION** |
| **POSITION TITLE:** Sales Manager **DATE**: Oct. 22nd, 2021  **COMPANY:** Grace Pacific, LLC.  **DEPARTMENT:** Sales **POSTING:** 2021 - 086  **REPORTS TO:** Vice President, Materials  Address: 949 Kamokila Blvd., Kapolei, HI 96707 |
| **PRINCIPAL DUTIES** |
| 1. Plans, organizes, directs and controls the sales activity for hot mix and aggregate sales to improve the day-to-day and long-term quality of service to GP customers. Assist and/or coordinate hot mix asphalt sales with the HMA plant manager. 2. Maintains intimate knowledge of products offered, current pricing and available supply through coordination with Quarry, HMA Plants and Paving operations. Oversees price quotes. Develops and implements methods and procedures to improve customer service processes. 3. Manages and develops sales support team by counseling and disciplining employees; planning, monitoring, and appraising job results. 4. Establishes sales objectives by forecasting and developing annual sales goals for the quarry and HMA plant sales State-wide; projecting expected sales volume and profit for all products. 5. Develop and implement plans for promoting, marketing, and selling GP products including recycled materials. Liaison with agencies to promote changing project specifications to specify the use of recycled aggregate where applicable. 6. Implementing best practice in sales techniques throughout the department. 7. Partner with customers to understand their business needs and objectives. Establishes and maintains relationships to foster effective problem-solving with project designers, government agencies, and customers. 8. Seeks out appropriate projects to fulfill GP’s market objectives and goals: reviews various sources of information for upcoming projects, including review of contractor plans and specifications with a full understanding of the required/requested product. 9. Checks various websites daily (Federal, State, City & County, etc.) to identify |

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| potential work opportunities and gathers pertinent information. Reviews and assesses value of solicitation requests and arranges for pick-up of documents or assists customers with other alternatives. Adds value to Company services by portraying a competent and professional image to customers while providing appropriate recommendations for each customer’s specific needs. Communicate with other Grace units any sales opportunity potential in their respective businesses.   1. Review quarry production and test reporting for ability to meet production demands. Prepares internal records and reports of sales and supporting activities.Updates bid schedules weekly, checks quote master, add new jobs, and update tonnage. 2. Performs job calls, meets with customers and visits jobsites for progress on projects. 3. Performs other duties as assigned. 4. Promotes awareness of and follows or enforces Company, site, public safety and welfare, public roads and other safety policies. 5. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace; assists customers with solutions; establishes and maintains excellent customer relations. |
| **PRINCIPAL REQUIREMENTS** |
| 1. Marketing degree preferred. 2. 5 year construction industry/relevant experience preferred. 3. Working knowledge of Word, Excel, Email. Adaptable to in-house software. Keyboarding skills sufficient to complete tasks in a timely manner.10 key by touch. 4. Math skills to perform pricing calculations and generating reports as requested. 5. Able to read and understand business documents and technical material. 6. Valid Hawaii driver’s license and favorable traffic abstract. 7. Excellent interpersonal skills to ensure effective internal and external communications. 8. Ability to work independently and meet sales expectations and deadlines. 9. Excellent organizational and recordkeeping skills. 10. Knowledge of potential markets helpful. |

Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.