

**Job Title:** Power Solutions Product Specialist  
**FLSA Status:** Exempt

## Summary

Responsible for growth and support of sales for Industrial Power Solutions (Motor Control Centers, Switchgear, Medium Voltage Drives and Gear, Panelboards, Packaged and Component Drives and other complementary solutions)

## Essential Duties and Responsibilities including, but not limited to:

- Respond and own quotation requests from customers and sales for Power Solution opportunities.
- Establish or improve relationships with sales and customers to better understand sales potential.
- Define customer Power Solutions proposals based on customer specifications
- Call on regular and prospective customers, via phone, in person, via email, etc., to move projects through a sales cycle to a conclusion (project order, etc.).
- Formulate, develop and execute account development plans in coordination with sales.
- Assist with the planning and presentation of training programs, lunch and learns, and other professional growth opportunities for sales and customers in the planning, installation and operations of Power Solutions.
- Describe or demonstrate product, using demonstration units or other means, and emphasizes salable features to customer and sales.
- Create and support branch and company-wide promotions for Power Solutions.
- Provide oral and written quotations or estimates of prices, terms and delivery for standard, complex or non-standard Power Solutions.
- Review complaints concerning billing, credit or products sold; refer complaints to designated departments for investigation and resolution.
- Continuously learn, develop, and use personal technical knowledge of Power Solutions to assist customers and other company personnel for product specification and other functions.
- Research, develop, and execute business plans or other action plans necessary to foster sales growth and other objectives for Power Solutions.
- Prepare correspondence and reports necessary for business transactions.
- Keep a careful, accurate and daily record of expenses to be reimbursed and submitted timely.
- Identify and utilize business system, CRM tools, and other vendor tools (extranet, etc.) to support customer proposals and orders.
- Professionally represent the Company with high-tech product vendors that they manage.
- Travel, as needed, to support sales and training requirements of vendors as well as for customer promotional events.
- Ad hoc activities as requested.

## Knowledge and Skill requirements

- Practice good interpersonal relations, using tact, courtesy, a positive attitude toward customers and co-workers, pleasant telephone etiquette, and a general attitude as a representative of goodwill on behalf of the company at work or during company travel.
- Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, blueprints, or governmental regulations.
- Able to read, write and interpret reports, business correspondence, procedure manuals, and instructions in oral, written or diagram form.
- Able to effectively present information and respond to questions from small groups of managers, clients, and customers in regard to specialized Power Solutions topics.
- Able to perform basic math functions representative of the job such as addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions, decimals and metric scales; computing rate, ratio, and percentages and to draw and interpret bar graphs; calculating figures and amounts such as discounts, interest, commissions, and proportions.
- Ability to consistently meet deadlines.

## Education and/or Experience

Bachelor's degree (B. S.) or equivalent from an accredited four-year college or university; and two to four years related experience and/or training; or equivalent combination of education (minimum High School diploma) and experience.

**Certificates, licenses, registrations, insurance**

Valid CA driver's license

**Physical Demands**

While performing the duties of this job, an employee is regularly required to sit for long periods; stand; talk and hear both in person and by telephone; and use hands to operate, handle or feel office equipment; and reach with hands and arms. The employee is occasionally required to walk, climb, stoop or bend and lift and/or move up to and including twenty-five pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

EOE/AA/females/minorities/veterans/disabled