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| Job Title: | Propane Program Manager |
| Location: | Corporate |
| Reports To: President/CEO Department: Propane  FLSA: Exempt | |

**Summary:**

Responsible for the design and implementation of a Propane gas sales and marketing program. Includes identifying target market segments; Propane specific gas products and equipment and sales support; and training for sales staff and customers.

**Objectives:**

* Promote the development of favorable employee relations through team building to further the organization’s operational activities.
* Create sales plan with corresponding budget.
* Create a marketing plan in conjunction with the marketing function, including identifying potential customers and marketing opportunities.
* Oversee Propane budget to ensure compliance with organizational operating expenses and capital expenditure requirements.
* Assist in the purchasing of raw materials to meet and maintain ILMO’s gross margin goals.
* Assist in the purchasing of equipment to meet required specifications.

**Responsibilities:**

* Growth in ILMO Propane gas sales and margins.
* Assist with sales calls with District Sales Managers on Propane matters.
* Provide technical support to internal and external customers.
* Attend pertinent trade shows, conferences, and training to stay abreast of industry, sales, and marketing technologies and standards.
* Submit required paperwork in a professional and timely manner.
* Perform other reasonably related duties as assigned by immediate supervisor and other management as required.

**Working Conditions:**

* Indoor/outdoor locations
* Seated for extended periods of time
* Walking
* Moderate travel for sales and training support

**Qualifications/Requirements:**

Education, experience, certification:

* Four-year university bachelor’s degree or college diploma preferred, comparable industry experience acceptable.
* 5-7 years of experience with Propane gas or related sales recommended.

Required skills and Qualifications:

* Must possess strong sales skills.
* Must be skilled in writing, reading, basic mathematics, scientific rules and methods, negotiation, technology design, and instructing others.
* Must be skilled in team building: teamwork, cooperation, feedback, conflict resolution, and collaboration.
* Exceptional verbal and written communication skills, as well as public speaking skills.
* Possess good organizational skills.
* Must work well with others, having the ability to adapt to a variety of skill levels and possess outstanding people skills.
* Must be proficient in Microsoft 365, comfortable navigating ERP systems, and operate office equipment.

**Management and Supervision:**

Work typically involves projects and/or assignments wherein the employee has considerable decision-making authority regarding procedures, plans, and schedules. This position receives general instructions regarding the scope of the approach to projects or assignments, but the procedures and techniques to use are left to discretion. The position has 11 direct reports: Propane Sales Manager, Propane Delivery Drivers/Technicians, Propane Customer Service Representatives.

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so too, may the essential functions of this position.*

**Approved By** (Manager)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

**Received By** (Employee)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_