

U. S. SILICA JOB DESCRIPTION

POSITION: Account Manager /Leader Oil & Gas **LOCATION:** Corporate
(PA territory)

REPORTS TO: Oil & Gas Market Director

FUNCTIONALLY REPORTS DIRECTLY TO: V.P. Sales & Marketing

SUPERVISES: No Direct Reports

BASIC FUNCTION:

Effectively promote and sell U.S. Silica and its products into the oil and gas market place. To promote and sell the products and capabilities in a way that improves overall profitability and equity value to U.S. Silica. To represent U.S. Silica in a professional manner consistent with ethics and policies as outlined in the procedure manual.

- | % | DUTY (5 - 6 major duties and percent value of the duty to the job) |
|----|---|
| 50 | <ul style="list-style-type: none">● Make regular contact to current customer base with emphasis on building and maintaining corporate and personal relationships. Report market changes and conditions, especially new developments. Prospect for, develop and manage new customer inquiries to defined geographic or market area for potential new business as target accounts. Follow direction from Sales and Marketing/Product managers. Develop and update target accounts, reporting changes in a concise and timely manner. |
| 20 | <ul style="list-style-type: none">● Documentation of activities of the above in the form of emails, Monthly Reports, Call Reports, Special Price Requests, Account Management Plans, Target summaries/reports to be submitted to distribution list in a timely manner. Each sales person is responsible to make sure written information regarding pricing, product or process change, logistics related and general follow-up information is presented in a timely manner to customers or prospects. Define and make recommendations regarding product price or logistical plans to secure new business. Each Sales Person should maintain a database of contact information for all contacts in area of responsibility. |
| 10 | <ul style="list-style-type: none">● Manage distributors appropriate for the defined responsibility including annual reviews and goal establishment. Develop relationships both at the Corporate or branch offices, but with emphasis on individual distributor sales personnel development of U.S. Silica products, capabilities and market opportunities. Provide technical assistance or coordinate assistance with other U.S. Silica support personnel as needed. |
| 10 | <ul style="list-style-type: none">● Develop and maintain a keen understanding of U.S. Silica plant processes and capabilities. Work closely with customer service personnel regarding customer activities and report any potential challenges or roadblocks to the success of keeping or getting a new account. |

- 5 ● Communicate and document travel & contact activities effectively and on a timely basis to immediate supervisor and management as directed. Effectively entertain customers as appropriate for customer size and current or potential profitability. Travel & Entertainment expenses guidelines are to be followed as defined in expense policy of U.S. Silica.

- 5 ● Sales Rep must develop an understanding of the logistics involved with movement of both U.S. Silica and competitive product in defined responsibilities. Regular contact with appropriate trucking companies.

100%

WORK CLIMATE:

Should be able to be comfortable in corporate office atmosphere as well as on the floor working with laborers in heavy industries. Be aware and respectful of safety related issues of both U.S. Silica and Customers work environments.

REQUIRED SKILLS, ABILITIES & TALENTS

Organization

Must be able to work well with others in both internal (U.S. Silica) and external (customer) organizations.

Communication

Verbal Written Verbal & Written

Cooperation

Ability to work well with others taking leadership role regarding problem solving. Sales person must be “likable” to others. Outgoing, honest, enjoys traveling, attention to details, likes helping people

Problem Analysis

Must be able to recognize and solve both analytical (market or sales related) and interpersonal problems.

Creativity

Sales person must be able to look beyond the obvious and be able to think outside the box when in sales situations and internal issues.

Computer

None Proficient Extensive Skills

Be specific: Must have excellent written communication skills with MS - Word, with additional knowledge related to using MS-Outlook & Excel spreadsheets.

Other

Must have a good driving record.

KNOWLEDGE AREA

Geology, chemistry, accounting & finance, application engineering, marketing, & sales. Experience or demonstrated ability to sell into the oil & gas market on a regional basis.

MINIMUM REQUIREMENTS

A. Equivalent Education Level Required

- None GED/High School Diploma College Degree
 1-5 Years Experience 5+ Years Experience

B. Experience Required

1-3 years prior in sales or equivalent work related experience.

C. Knowledge Required

Geology, chemistry, accounting & finance, application engineering, marketing, & sales

D. Special Skills

Knowledge of the oil and gas industry.