**Reports To:** Materials Manager

**Hours:** Monday – Saturday / 8:00 a.m. – 5:00 p.m.

**SUMMARY**

Aggregate Sales Representative will be responsible for the marketing of aggregates for construction applications, as well as loading trucks from gravel pits, and managing load reports and ticketing. The Candidate will be responsible for the direct sales efforts to new and existing accounts, working closely with contractors, government agencies, engineering firms, and municipalities, within the eastern part of the Bakken field. The candidate will schedule a loader and operate it to load trucks for gravel sold from the area’s gravel pits. This person will also be accountable for all load reports and ticketing to assure timely and accurate billing of all gravel loaded. The Aggregate Sales Representative is expected to promote JMAC Resources aggregate products in a responsible and professional manner with a commitment to attaining the JMAC Resources strategic growth goals while adhering strictly to required internal procedures, safety programs, and budgetary controls.

**DUTIES**

* Achieve sales objectives.
* Proactively promote aggregate products, identify potential new products and markets.
* Coordinate loader between pits, including equipment transport scheduling, to assure loader availability
* Operate the loader in a safe and effective manner to load trucks for all gravel sales
* Have thorough understanding of aggregate product specifications and applications.
* Continuously monitor relevant competitor activity, communicate, and recommend any necessary actions.
* Report quantities loaded on a daily basis and submit all haul tickets daily.
* Prepare and present proposals, quotes, and product data information, as needed.
* Answer questions from customers or individuals on product characteristics/performance and restrictions.

**JOB SPECIFIC REQUIREMENTS**

* Minimum two (2) years’ experience in construction or gravel sales/operations.
* Demonstrated ability to operate a loader.
* Proficiency in Microsoft Office suite of products, particularly Excel, Word, and Outlook
* Ability to deal independently with internal customers & external resources. Proven negotiation skills.
* Previous responsibilities involving self-direction and infrequent supervision from management.

**STANDARD REQUIREMENTS**

* Demonstrated commitment to safety as expressed in JMAC Energy Services corporate value *People First, Safety Always*
* Valid US issued driver’s license with a good driving record
* Ability to pass background and drug and alcohol tests
* Availability to work long hours, including nights, weekends, and holidays as required
* Ability to work safely in all types of weather
* Timely and regular attendance is an expectation of performance for all JMAC Energy Services employees. Employees will be held accountable for adhering to their workplace schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to speak effectively, in English, to customers or employees of organization.
* Ability to work independently and in a group or team environment
* The employee must have the ability to lift and/or move more than 50 pounds
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
* Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Acknowledge Review of This  *(Employee’s Name - PRINT Name)*

Job Description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_