

# Marketing Representative

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## JOB DESCRIPTION

“My first priority is to make sure our operation is a safe one”

**EDUCATION** A college degree is preferred and/or previous Mud Engineer Training at an accredited training center; or an equivalent combination of education and experience.

**LICENSES, CERTIFICATES, ETC.** Valid Drivers license. Must be insurable, and comply with all driving rules and regulation in your State.

**JOB TYPE:** Full-time

**LOCATION:** Houston, Texas

**JOB CATEGORY:** Entry level Position

### **Summary**

Provide assistance in marketing products.

### **Essential job duties and responsibilities**

- Monitor assigned rigs for product sales.
- Complete sales report in timely manner
- Communicate sales activity to manager.
- Create new accounts.
- Outside sales support
- Distribute technical / sales literature

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Skills**

Ability to read and comprehend simple instructions, short or lengthy. correspondence, and memos. Ability to write detailed correspondence. Ability to effectively present information in one-on-one and group situations to customers, clients, and other employees of the organization

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Computer Skills**

Ability to operate a desktop or laptop computer and all associated parts. Ability to use Microsoft products to include Word, Excel, Powerpoint, Access and Outlook.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving variables in unique situations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear, stand, walk, reach with hands and arms, and climb or balance, sit, use hands & fingers, handle or feel; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include peripheral vision. The employee may occasionally be required to lift and/or move 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, cold, and heat; moving mechanical parts. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the outside work environment is usually loud.

ANY OTHER FUNCTION DEEMED NECESSARY BY THE DEPARTMENT MANAGER

DATE:\_\_\_\_\_

SIGNED:\_\_\_\_\_