

# Account Manager

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**Department:** Sales

**Reports to:** Vice-President, Sales

**Location:** Houston, Texas / Midland, Texas / Oklahoma City, Oklahoma

## DESCRIPTION:

Responsible for promoting Premier Oilfield Laboratories (“Premier”) products and services to assigned accounts. The primary focus of the Account Manager is on outside sales, where development, coverage and penetration of the assigned accounts are required at a strategic and tactical level. The Account Manager will maintain and develop an existing customer base and work proactively to secure strategic relationships with new and existing clients.

## PRIMARY DUTIES AND RESPONSIBILITIES:

- Contact current and prospective customers to develop and clearly articulate Premier value proposition for products and services.
- Keep CRM system up to date with account, contact and opportunity pipeline information.
- Attend sales meetings and other company meetings as requested; may attend industry shows and conventions.
- Professionally represent Premier in presentations, briefings and trade events.
- Entertain customers; maintain good will.
- Promote customer training (lunch and learns, etc.).
- Contribute to annual budgeting and forecasting process.
- Forward information on competitors’ activities, and possible sales leads.
- Plan strategy, goals and objectives for each account.
- Regularly meet or exceed sales targets.
- Make calls independently or with internal resources including technical and management in an effort to achieve account goals.
- Interact with Premier management and technical team to develop customer strategies, coordinate follow-up effort, maximize profits, close orders and ensure efficient and effective project delivery.
- Manage the proposal delivery process, including follow-up, and work with Premier resources to develop proposals.
- Pursue desirable business that aligns with company goals.
- Maximize gross margin and achieve Premier profit goals from assigned accounts.
- Participate in project management meetings with a goal to ensure customer satisfaction and identify other revenue generating opportunities.
- Regularly review all pertinent sales reports. Provide value-added service by helping customers find more efficient relay, protection and control and power systems solutions.
- Represent the company at all times in a public relations capacity.
- Submit call, expense and other reports as required.

- Work with various Premier resources to ensure timely resolution of all account issues to maximize customer satisfaction.
- Assist in collecting from delinquent accounts; may obtain credit information from new customers.

#### QUALIFICATIONS:

- Bachelor's degree in Business, Marketing, Geosciences or Engineering
- 10+ years' experience as Account Manager; prior experience in oilfield core and fluid analysis required
- Proficient in Microsoft Office products
- Proficient with CRM systems

#### PERSONAL ATTRIBUTES:

- High degree of honesty and integrity.
- Strategic thinker.
- Strong customer orientation.
- Admirable interpersonal skills conveyed in a pleasant and professional manner when interacting with employees, management, and customers.
- Sound analytical and interpretational skills.
- Strong influencing skills.
- Intuitive.
- Skilled in applying problem-solving techniques to complications that may arise.
- Skilled in verbal and written communication.
- Ability to prioritize multiple activities with tight deadlines.
- Ability to adapt to changing working conditions.
- Ability to perform work accurately and thoroughly with a high attention to detail.
- Ability to work independently, at a fast pace and produce quality work.

***The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor and/or manager.***

*The above statements are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended as exhaustive list of all job duties, responsibilities and requirements.*

**All interested parties should send their CV/resume for consideration to:**

**[careers@premieroilfieldlabs.com](mailto:careers@premieroilfieldlabs.com)**

#### ABOUT PREMIER OILFIELD LABORATORIES

Premier Oilfield Laboratories ("Premier") brings together a multidisciplinary team of experts who utilize breakthrough technologies and progressive approaches to help our clients understand how to better design exploration and exploitation strategies, optimize production and mitigate risk.

The rapid growth and achievement of Premier and its clients is anchored in our philosophy of "keeping science ahead of the drill bit". Our business and our industry depend on finding new and efficient means of increasing returns on investment while minimizing costs. Our success is our clients' success.

We strive to cultivate an environment in which expert scientists and engineers can design novel concepts to solve extremely difficult problems, generating solutions for industry challenges together with the support of an internal lab and industry consultants.

Premier provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Premier complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.