

## INSIDE SALES / MARKETING REPRESENTATIVE

**PICO Chemical Corporation**, Chicago Heights, Illinois, is an ISO 9001:2015 certified manufacturer of specialized industrial chemicals and lubricants since 1976. The industries we supply include coatings, paints, inks, resins, adhesives, etc. manufacturers, metal working, metal forming, and steel producing, steel processing and steel service centers and their industry-related applications worldwide.

In addition, **PICO** and its associated Monarch Performance Products Corporation manufacture specialty adhesion promoters for formulators of: automotive PVC and acrylic plastisols; high-voltage insulator coatings; pre-applied sealants / dip coatings; and other specific adhesive and protective coating manufacturers.

We are seeking an experienced, results-oriented individual to provide inside sales and marketing assistance and support. This position is based in Chicago Heights, Illinois.

### Primary Responsibilities

- Research, identify and plan account qualifications, needs analysis, source new account opportunities and marketing opportunities in assigned market industries.
- Provide product information, sales/technical support, follow-up, and contact between customers, prospects, distributors, outside sales, and others.
- Project a professional image and generate product interest with customers and prospects through internet, phone, and personal interaction.
- Respond to incoming phone/email inquiries.
- Qualify leads and identify key decision makers among customers and prospects.
- Develop product news releases, announcements, and testimonials for trade magazines and (email) internet marketing campaigns. Some local travel may occur from time to time.
- Exhibit decision making, problem resolution and creative thinking skills.
- Maintain accurate daily information, correspondence and interactions with sales department, distributors, customers, and prospects.
- Provide regular status reports to management on overall sales and marketing activities.
- In addition, individual may perform other duties as assigned and/or required to fulfill this position.

### Qualifications

- Business, communication, marketing, or technical degree. Associates Degree considered.
- 3+ years technical, industrial sales, or marketing environment. Related industry experience a plus.
- Highly motivated self-starter with excellent phone, internet and time management skills.
- Knowledge of web development and content management systems a plus.
- Write reports, business correspondence, and produce procedure manuals.
- Must read, write, and speak English as main language and exhibit excellent verbal, written communication, grammar and phone skills.
- Proficient computer, internet, planning, communication, documentation, listening, organization, prioritizing, and presentation skills with close attention to detail.
- Manage multiple activities and tasks with shifting and competing deadlines.
- Results oriented, strong work ethic, ability, integrity, and excellent attendance expected.
- Experience in the use of Microsoft Office, Excel, PowerPoint, Outlook, etc. Chempax software a plus.
- Must pass pre-employment drug test and physical prior to being considered for employment.
- Must comply with company's policies and procedures and guidelines.
- Exhibit complete confidentiality of proprietary company business.

Employment Type: Full time.  
Department: Reports to President.  
Work Schedule: 7:30 AM to 4:00 PM Monday through Friday.  
Position Location: 400 E. 16th Street, Chicago Heights, Illinois.  
Pay Range: Commensurate with experience.  
Benefits: Employee life/medical insurance, vision and AFLAC option, Simple IRA, 10 days paid time off (PTO) after 1 year employment, holiday pay, clean environment. Tuition reimbursement (employment-related courses).  
To Apply: Email current résumé and salary history to Richard Pisarski Sr. (picosr@picochemical.com) or fax to 708-757-4940.  
**PICO Chemical Corporation** is an equal opportunity employer.  
Website: www.picochemical.com