



Hermanson Company LLP
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JOB DESCRIPTION

Job Title: Account Executive
Department: Major Projects
Reports To: Major Projects Sales Manager
FLSA Status: Exempt

SUMMARY

The Account executive owns and facilitates the customer relationship. It is the Account Executives function to generate sales of major mechanical construction projects to the company's existing and new customers. A major project is a project that has construction duration longer than 3 months, is greater than \$500,000 in mechanical value, will need a project manager, has a detailed estimate prepared by the estimating group, and is in a new building. The customers are primarily General Contractors. The account executive has at their disposal an estimating group, engineering group and project management group. The account executive will not be expected to engineer, estimate or project manage any of his projects. In addition, proposal writing assistance will be provided by the marketing department. Experience in each one of these fields would be considered a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES The Account Executives duties and Responsibilities may be specialized toward Plan and Specification type projects or Design/Build type projects or a combination of both depending on the experience and qualifications of the individual.

General Duties and Responsibilities

- To sell HVAC and Plumbing projects with a minimal of supervision by working with other departments to develop competitive bids.
- To build partnering relationships with contractors and consultants responsible for the decision making process to select Hermanson Company as their mechanical contractor of choice
- To develop a network of contacts and exceed their expectations.
- To understands the customer's business and speak their language and to demonstrate technical expertise to develop credibility, loyalty, trust and commitment from the customer to the account executive and Hermanson Company.
- To seek out projects and target contacts to successfully obtain projects we have selected that we would like
- To lead the sales team of estimators and or engineers by building team relationships to ensure customer satisfaction. To solicit support from and communicate effectively with internal staff.
- Working knowledge of the local construction marketplace
- Ability to develop and execute target and key account plans

- To have a working knowledge of mechanical system operations.
- To act as the primary interface between the customer and Hermanson Company.
- To ensure satisfactory resolution of customer complaints.
- To investigate all potential projects that we might submit a mechanical bid.
- To be the team leader in the preparation of mechanical bids. Works with the estimating department to develop the correct “cost” of the project
- To direct information and documentation of issues regarding projects to other team members
- Represents company at trade association meetings and customer locations to Maintain customer relations and help promote Hermanson Company.
- Creates and presents proposals to customers.
- Negotiates contracts.

Plan and Specification

- Develops the sales strategies to maximize the opportunity to obtain plan and spec projects
- Reviews the bid documents so as to be a more effective team leader.
- Assists with mark-up Strategies

Design/Build

- Facilitates technical interface between customers and company's operations, engineering and management departments.
- To work with the engineering department to develop scope documents for estimating and to participate with the engineering group to fulfill the customers desires.
- Verifies that customer design or modification requirements are met promptly and correctly. Reviews company engineering changes and insures that they are in accordance with customer expectations.

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.

EDUCATION and/or EXPERIENCE

The successful applicant should have a Bachelor's degree (B. A.) from four-year College or university plus 10 years experience in the commercial construction industry or equivalent combination of education and experience. An engineering degree is considered an advantage.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

The successful applicant should have the ability to work with mathematical concepts such as probability and statistical information and fundamentals of plane and solid geometry and trigonometry. Should also have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several variables.

COMPUTER SKILLS

Ability to operate a personal computer using spreadsheet, word processing, and database software.

OTHER SKILLS

Ability to operate general office equipment including; fax machine, copy machine and voicemail.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is frequently required to stand; walk; sit; and use hands to finger, handle, and feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The noise in the work environment is generally moderate.

What are you looking for? You just might find it at Hermanson Company!

Whatever your career goals, Hermanson Company offers a great opportunity for success. As an area leader in Mechanical Construction, Hermanson presents employees with a positive work environment, committed, best-in-the-business coworkers, and unlimited potential for growth. If you crave variety, you can be part of mission critical high-tech installations, specialized mechanical systems for biotech research, or closely coordinated renovations. If innovation is your thing, your creativity and 'can-do' attitude are highly valued at Hermanson. If you want growth, we offer a universe of prospects – the opportunity is limitless for the motivated and intelligent applicant.

Hermanson Company offers generous compensation package and benefits package:

- Competitive salary, including a bonus♣ program
- Paid medical/dental/vision insurance for employees and♣ dependents
- Paid life/long-term disability insurance♣
- Flexible spending♣ account
- 401(k) plan with 3% company contribution♣
- Vacation/sick/holiday♣ pay

Hermanson Company has been an integral part of the Puget Sound construction scene for 28 years, working with the best General Contractors on some of the region's largest, most prestigious projects. To support sustained growth in revenue, skills, and abilities, we seek to find and reward outstanding personnel. We would love to have you on our team.

Hermanson Company is currently seeking an Account Executive candidates (job responsibilities & job requirements below). If you meet the following job requirements and are looking for a great company to work for, please send your resume to jsmith@hermanson.com.