



Job Posting Title

0072-4498 Key Account Manager

Company

Gas Operations - Minnesota Region

Organization

Energy Sales

Posting Start Date

12-15-2011

Posting End Date

12-23-2011

Job Type

Full Time

Working Time

8:00am-5:00pm M-F

City

Minneapolis

State

Minnesota

Branch

Minneapolis, MN

Tasks

Summary: To effectively sell and promote the efficient use of CenterPointEnergy's Natural gas delivery and transportation services and related products to key industrial and commercial customers.

Essential Duties/Responsibilities:

- Maintains regular contact with assigned industrial and commercial customers and large energy consuming facilities in or near CenterPoint Energy's service area, assuring they have a clear understanding of CenterPoint Energy's services and programs, and of the benefits and purchase options of natural gas.
- Prepares and implements sales plans for assigned markets that capitalize on opportunities through knowledge of the customer, their facility, customer's plans for the future, and end use equipment applications.
- Effectively sells, implements and administers utility transportation services, flexible rates and conservation programs in a manner that maximizes CenterPoint Energy margins and meets division sales goals.
- Follows through on completion of necessary arrangements for gas main extensions, services, and equipment installations for assigned customers to ensure fast, reliable service to the customer consistent with company and department goals.
- Participates in the development and implementation of industrial and commercial customer promotional activities as scheduled in annual operational and tactical plans, to inform existing and potential customers of the benefits and purchase options of natural gas.

--Exhibits desirable and appropriate behavior including integrity, ability to get along with others, team playing, intelligence, industriousness, leadership, sense of urgency and independent judgment to provide for a cohesive, productive work unit dedicated to the achievement of corporate goals.

Requirements

Education:

Requires a Bachelor of Science in Engineering, Marketing/Sales or Business related, from an accredited college or university.

In lieu of the 4 year degree, may substitute a vocational/technical school degree/certificate in industrial heating, air conditioning and mechanical systems and 4 years of experience.

Experience

Requires a minimum of 3 years of experience in Sales or field customer support experience including two to three years in an industrial and commercial gas and/or electric sales environment.

Additional Knowledge, Skills, Licenses/Certifications, Abilities & Personal Characteristics (KSLAPs):

- Able to develop and implement marketing and sales plans, and to perform complex mathematical calculations, such as ratios, percentages and heat loss calculations.
- Able to plan and conduct effective sales sessions. Strong presentation skills required.
- Able to communicate effectively and persuasively with individuals and groups, both orally and in writing.
- Able to learn and apply complex mechanical principles associated with industrial/commercial equipment and gas distribution.
- Able to have functional knowledge of commercial and industrial gas equipment
- Able to have strong sales skills
- Able to demonstrate strong interpersonal skills to develop rapport, relationships and consensus.
- Able to manage multiple projects/tasks, perform concurrent assignments and prioritize requests and work assignments in light of priorities.
- Able to find innovative solutions with a can-do problem solving attitude, applying diligence, determination and creativity to resolving all challenges.
- Able to be empathetic and understanding of the customers# needs in order to satisfy customer expectations when making business decisions.
- Able to use personal computers and various software, such as word processing, spreadsheets, presentation and e-mail.
- Able to demonstrate commitment to compliance with applicable laws and regulations, the Company#s Ethics and Compliance Code of Conduct, and other Company policies and procedures and do so consistently, take all required training courses and do so timely.
- Able to demonstrate working knowledge of gas distribution and transportation related services
- Able to demonstrate working knowledge of Natural Gas Vehicles.
- Able to demonstrate respect for all individuals, adhere to the Company#s values and business practices and do both consistently.
- Able to work with little or no supervision and motivate self to achieve goals and objectives.
- Able to provide a valid state driver's license, a good driving record and the ability to operate vehicles safely and in compliance with applicable laws and company policies.

Physical Requirements:

- Able to demonstrate the manual dexterity to operate a personal computer effectively.
- Able to communicate orally in a clear manner.
- Able to hear oral communication either in person or on equipment such as telephone or mobile phone.

- Able to view a personal computer monitor or laptop screen for extended periods of time.
- Able to operate a personal computer, either desktop or laptop, for extended periods of time creating, composing and reviewing documents and spreadsheets.
- Able to operate office equipment, including telephone, mobile phone, photocopier, fax machine, scanner and calculator.
- Able to reach, grasp and move items.
- Able to sit, stand or walk for extended periods of time.
- Able to operate a motor vehicle, including ability to enter and exit the vehicle unassisted, and travel long distances.
- Able to exert up to 20 pounds of force sporadically, 10 pounds of force occasionally, and/or a minimal amount of force frequently to lift, carry, push, pull, or otherwise move objects.

Working Conditions:

- Able and willing to travel to field locations or visit prospective customer for sales meetings which may require overnight stays.
- Able to work long hours as needed, as well as occasional nights and week-ends for trade shows, etc.
- Able to work a varied schedule to complete projects and meet deadlines in response to changing demands.
- Able to work in fast paced environment with high daily pressure to meet deadlines.
- Able to perform work indoors in an office environment, regardless of whether cubicle, open office or private office.

This job description reflects an assignment of essential functions; it does not prescribe or restrict the tasks for this position. Other duties and tasks may be assigned to this position at the Company's discretion.

Must demonstrate commitment to compliance with applicable laws and regulations, the Company's Ethics and Compliance Code, and other Company policies and procedures, and take all required training courses.

Must demonstrate respect for all individuals and adhere to the Company's values and business practices.

CenterPoint Energy provides an essential public service which vitally affects the health, safety, comfort and general well-being of the people living in the area served by the Company. If any business unit activates an emergency operation plan, because of a threat to the continuation of service to our customers, employees may be called to fulfill an assignment. All employees, whether in their normal job or an emergency operation plan assignment, are essential to successful service restoration. CenterPoint Energy values the role each employee plays in serving the needs of our community.

All applicants must take a pre-employment drug test and obtain a negative result as a condition of employment.

In addition to a pre-employment test, employees performing job functions regulated by the Department of Transportation (i.e. safety-sensitive functions) are subject to random drug and/or alcohol testing. Other testing (post-accident, reasonable cause, return-to-duty, follow-up, or return-to-work) may be required in accordance with work-related conditions.