

**TED JOHNSON PROPANE**  
**Job Description for Commission Account Executive**

**Reports To:** President  
**FLSA Status:** Exempt

About the Company:

Since 1965, family-owned Ted Johnson Propane Company has been recognized as a distinguished leader in the propane industry. We offer a full range of supplies, delivery services, and product safety training throughout the four counties of Southern California, including Riverside, San Bernardino, Orange and Los Angeles.

Specializing in industrial accounts to which we sell over 3 million gallons annually, we have earned our reputation as a highly respected company through hard work, longevity in the propane business, and developing successful partnerships with our customers. A complete commitment to the highest safety standards, education, and training for all of our customers has been equally critical to our success.

At Ted Johnson Propane Company, business and safety are merged into a single point of view. Clients can count on our expertise in specialized propane safety programs and personalized customer service. This is what we have been doing best for the past 45 years. It is what we will continue to provide to our customers well into the future.

About the Position:

The position requires an ambitious, hard working, self-motivated person who will be available to solicit new customers and maintain relationships with existing clients. Monthly sales goals are assigned as well as a permanent Inland Empire territory. The candidate will be responsible for closing company driven leads and establishing relationships with prospective customers through the use of various prospecting techniques.

General Skills and Competencies:

The position requires integrity, and an ability to convert customer rejections into sales opportunities. The candidate must show proof of experience and success in Sales and Customer Service. Must be able to work well with minimal supervision and have a clean professional appearance.

Essential Duties and Responsibilities:

- Manage company driven sales leads
- Interview potential customers for service requested and coordinate account set up process
- Maintain a business relationship with existing customers in sales territory
- Secure city and fire permits as needed for propane tank installations.

Qualifications:

The successful candidate will demonstrate that he or she can perform satisfactorily each essential duty and responsibility enumerated above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates & Licenses

- Valid California class C driver's license and excellent driving record.

Demonstrated Skills

- Must demonstrate proficiency in computer skills, including knowledge of MS Office & ACT! By Sage.

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Pay & Benefits

Ted Johnson Propane pays a competitive commission with base pay, commensurate with the successful candidate's background, education and experience. Ted Johnson Propane offers company-paid health benefits for the employee and his or her family. Included with this position is a company logoed vehicle. An employee managed Profit Sharing/401k plan is also offered.

Hours: Monday through Friday 8am – 4:30pm

***If you feel you are qualified for this position please send resume to Julie Johnson via fax (626)338-4194 or email JulieJohnson@TedJohnsonPropane.com.***