



Top-Co Position Description

INVENTORY DISTRIBUTION COORDINATOR

POSITION SUMMARY:

As the Inventory Distribution Coordinator, you will work under the direction of the Managing Director, Canada and responsible for managing stocking location inventory levels in accordance with established procedures including quarterly inventory audits. Maintain relationship and support Canadian based stocking locations throughout the WCSB. Target local Service Company field offices in support of Calgary based sales to increase market share.

PRIMARY RESPONSIBILITIES:

- Maintain yard inventory levels in accordance with established procedures, including a clean and organized profile of storage facilities. Coordinate with the appropriate staff in Edmonton and Calgary to achieve this goal on a regional basis with the use of CRM. This will include quarterly inventory audits of high volume yards and twice annual inventories of lower volume yards
- Coordinate and enact on marketing and sales strategies relevant to position responsibilities (outlined below) in concert with the Canadian sales team to gain WCSB market share meet or exceed mutually developed annual sales budgets.
- Develop a close and supportive relationship with Canadian based Stock locations, including Edmonton and Area yards that play an integral role in distributing Top-Co's products throughout western Canada.
- Maintain an active daily database of remote stock location and Edmonton yard contacts, along with remote stock locations monthly sales figures for distribution/ review.
- Call on E&P field offices and customer rigs both for field follow-up or simply 'check in' communications to position Top-Co for product preference.
- Call on locally based service companies directly involved in the use of Top-Co tools or prospects for differentiation on customer service and industry engagement.
- Provide direction and guidance to stock agents and E&Ps in marketing and supporting Top-Co's products. Supply technical guidance, training and problem resolution as required, including reporting to engineering.
- Circulate comprehensive CRM sales call reports on a schedule as outlined by Calgary.
- Duties as otherwise assigned to consistent domestic inventory control and effective sales strategies.

QUALIFICATIONS AND SKILLS:

- Post-secondary education; Petroleum Engineering Diploma considered an asset
- Minimum 1-2 years' work experience in Oil & Gas ; preferably sales or field services
- Understanding of oilfield production
- Ability to influence others and develop relationships
- A self-starter with high initiative to seek out and identify opportunity
- Must be willing to spend approximately 3 weeks of every month on the road in Western Canada

WHAT WE OFFER:

- Competitive compensation

We thank all applicants in advance; however only those selected for an interview will be contacted.



Top-Co Position Description

INVENTORY DISTRIBUTION COORDINATOR

- Performance Bonus Plan
- Employer contributed benefits
- Fast paced work environment
- Upbeat corporate culture
- Career growth potential in a global organization

We thank all applicants in advance; however only those selected for an interview will be contacted.