

JOB DESCRIPTION

Job Title: Corporate Account Representative
Department: Sales & Marketing
Reports to: Vice President of Sales

POSITION SUMMARY

The Corporate Account Representative (CAR) is responsible for selling Daycon's products and services to accounts within the assigned area of responsibility. In addition, the CAR is responsible for identifying and winning new business within the CAR's existing accounts and new accounts within their defined sales area.

The CAR is responsible for managing the day-to-day business, selling and customer activities for their accounts, supporting the overall segment strategy developed by their supervisor.

ESSENTIAL FUNCTIONS

- Implement sales and marketing strategies that would develop new business, unseat competitors and expand existing accounts.
- Accomplish territory sales growth, GP\$ and GP% objectives by maintaining frequent account presence, including an ongoing service and selling role.
- Implement all strategies, tactics, and programs as directed by the Field Sales Manager.
- Travel throughout assigned territory to call on regular and prospective customers to solicit orders and/or contracts with customers or contact them by phone.
- Prepare reports of business transactions and keep expense account records.
- Build and maintain a wide network of contacts, customers, and purchasing contacts.
- Maintain and build the level of profitability of Daycon's existing business within the account and seek to sell a wide and diverse mix of products and services.
- Identify products and services not yet used by the account and work to introduce same.
- Have knowledge of and the ability to demonstrate all Daycon products, services, and technologies using samples, catalogs, case studies and other means.
- Support all company initiatives.
- Work with inside customer service representatives to keep account activities and literature current.
- Coordinate customer training.
- Compliance with sales processes executing and reporting to include: Meaningful Sales Interactions (MSI), pipeline activity, and calendar appointments.

INDEPENDENCE/AUTONOMY

Infrequent supervision: Responsibilities are guided by general policies and procedures. Supervisor is kept informed of general direction of assignment. Supervision may be limited to assigning tasks, discussing problems or reviewing results.

PROBLEM SOLVING/DECISION MAKING

- Work is diversified. Required to plan full workdays and make frequent interpretations where guidance is not available from immediate supervisor or existing procedures and instructions. Solves common problems.
- Work involves independent thinking, alone or in conjunction with others, with an awareness of Company policy and procedures.

CONTACTS

Frequent contacts, within or outside the Company, as a Company representative in a specialized area of knowledge or technical field. Requires considerable tact, discretion, and persuasion to obtain approvals, consent and action.

SUPERVISORY RESPONSIBILITIES

Not applicable.

EDUCATION QUALIFICATIONS/REQUIREMENTS

Bachelor's degree and 2-3 years of sales experience or equivalent combination of education and experience. Sales experience should be in Daycon related industries such as education, real estate commercial or multi-family homes, and health care facilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Superior oral communication skills
- Bi-lingual (English & Spanish) a plus
- Excellent customer relations skills.
- Self-driven, motivated, and results oriented.
- Strong presentation, communication, organization, and time management skills
- Computer literate
- Must maintain a flexible schedule to accommodate travel, weekends, and entertainment.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

- Valid driver's license
- Reliable vehicle with current registration and insurance.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit, stand, and walk.
- Ability to exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently to move objects.
- While performing the duties of this job, the employee is regularly required to work in a variety of environments.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned. Required to drive own vehicle.

Ralph Palmigiano
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