# BEST PLUMBING SPECIALTIES, INC.

Job Description Form

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| Division/Department | Sales |
| Location | Territory Based |
| Job Title | Account Manager (Outside Sales Representative) |
| Reports to | Sales Managers |

| Level/Grade | Type of position: | Hours 40 / week |
|---|---|---|
| | ☒ Full-time<br>☐ Part-time<br>☐ Contractor<br>☐ Intern | ☒ Exempt<br>☐ Nonexempt |

**GENERAL DESCRIPTION**

Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government – Military, Hospitality and Multi-family Housing. The outside sales representatives generate over 90% of the company's revenue. The relationships that they develop with the customers during their monthly visits is one our greatest strategic advantages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Increase existing customer sales in an established and protected geographic sales territory.
- Achieve monthly sales goals laid out by the sales management team
- Ability to use Epicor/Prophet 21 for order entry as well as CRM/ contact maintenance.
- Ability to work 8-10 hours alone daily.
- Secures and enters orders from existing and potential customers by means of visiting the customer facility, showing products and reviewing our catalog.
- Secures opportunities to quote on customer requirements.
- Follows up (by phone, email, or visit) on quotations submitted to customers.
- Establishes professional customer/vendor relationships with appropriate customer personnel (purchasing, engineering, manufacturing, quality assurance, management, and other key personnel).
- Submits Daily activity/call reports through CRM, concerning customer-related activities for quotes, orders, and problems concerning customer/vendor relationships every evening. Number of calls to be determined by sales management.
- Performs all assigned duties in the assigned sales territory.
- Salesperson must be able to develop a sales presentation based on the Best principles. These principles and how to present them will be provided by sales management.
- Keep the contacts updated using CRM.

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- Perform any directly related appropriate duties assigned by the Sales Manager.
- Perform assigned duties with minimum personal supervision from the Sales Manager.
- Schedule a minimum of 6-8 confirmed appointments per day.
- Make 12 physical calls at accounts or potential accounts per day.
- Make 8-12 phone calls per day.
- Submit weekly schedule, via email, to Sales Manager prior to the start of the next week.
- Transmit all daily business to the Myersville office by the end of each day.
- Other criteria to be explained in the bonus schedule.

**MINIMUM REQUIREMENTS**

- Team player who follows Sales Management guidelines
- Excellent communication skills, self-motivated, self-starter, sense of urgency, personable, extroverted personality, well organized
- Reliable car and valid Driver's License
- Computer literate