



# Job Description

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**Job Title:** Account Manager

**Department:** Sales

**Reports to:** District Sales Manager

**FLSA Status:** Exempt; 8:00 am – 5:00 pm, Monday – Friday (40 hours per week)

**Revision Date:** April 13, 2017

## **Account Representative Function:**

Outside Sales Representatives are responsible for prospecting and generating new business. This position requires cold calling on commercial accounts in the field to generate new permanent sales.

## **Job Summary:**

This position conducts marketing and sales of Ricoh, Konica Minolta, Panasonic and HP copiers, printers, office equipment, and software solutions.

## **Responsibilities:**

- Propose customer solutions that are compliant with appropriate local, state and federal regulations.
- Develop and maintain a thorough knowledge of Systel's services and pricing structure.
- Identify leads, manage prospects and acquire new business.
- Determine customer needs and propose appropriate service needs.
- Meet or exceed the new business sales goals.
- Complete scheduled and cold call prospecting activities to establish first and follow up appointments with customer decision makers.
- Prepare and deliver sales proposals/presentations and follow up with key decision makers.
- Complete required Customer Service Agreements, reports and other paperwork in a timely manner and in accordance with Company policy.
- Develop and maintain an awareness of market behavior and competitive trends and respond accordingly.
- Regularly meet with Sales Manager to review sales activities, progress on goals, and status of prospective customers.
- Responsible for efficient territory management through prospecting lead generation, referrals, appointment scheduling and demonstrations.
- Responsible for analyzing current customer accounts and prospects for business and workflow needs.
- Trains end users on equipment purchases.
- Responsible for quoting proposals for business needs including rentals, purchases, leases of said equipment for desired terms.
- Prepares all sales paperwork for orders obtained.
- Maintain his/her assigned monthly sales quota.
- Estimates date of delivery to customer, and oversee installation of solutions sold.
- Submit weekly/monthly sales activity reports, forecasts and other reports as required.
- Other duties, as assigned.



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## **Requirements:**

- Must present and communicate in a professional manner.
- Excellent verbal and written communication skills.
- Must be organized with good time management skills.
- Possess proven analytical/problem solving solutions for the customer and the company.
- Computer proficiency in Windows and Microsoft applications.
- Previous cold calling and B2B (Business to Business Sales) experience.
- Experience in developing and executing territory sales strategies.
- Possess strong presentation, negotiation, and closing skills.
- Business Equipment sales experience, a plus.
- Should be self-motivated, driven individuals who have previous business to business sales and/or general sales experience and able to work independently to meet or exceed goals.
- Must have the ability to communicate orally and in writing with customers.
- Must have basic mathematical skills. Must have excellent time management skills.
- Must be able to set and meet deadlines, handle multiple tasks efficiently and complete duties independently.
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Experience:**

- Legally eligible to work in the United States.
- Minimum 2 years outside business-to-business sales with a proven track record of success.
- One year of experience in a customer-facing sales role (business to business).
- Strong understanding of customer and market dynamics and requirements.
- Proven ability to achieve sales quotas.
- Good Driving record, able to meet Systemel driving qualifications.
- Must successfully complete pre-employment testing.
- Must be able to communicate, understand, and respond to questions, directions, traffic signs, signals, and training.

## **Education Required:**

- High school diploma or equivalent; Bachelor's Degree in Business, Marketing, Sales or related field preferred.

Related education and experience may be interchangeable on a year for year basis.

Related education may be substituted for experience on a year for year basis.