## JOB DESCRIPTION

**Job Title:** Outside Sales Account Manager

**Department:**  Sales

**Position Status:** Regular Full-Time

**Classification:**  Exempt

**Reports To:** Sr Director of Sales

**JOB SUMMARY**

Increase the company’s volume through heightened brand awareness and sales channels by generating leads, growing customer relationships and introducing new product offerings to the company’s existing customers and prospects.

**PRIMARY DUTIES/RESPONSIBILITIES**

* Responsible for new customer acquisition from lead generation through closing. Generate new customer leads by cold calling restaurants and food service providers, canvasing social media & journals for restaurant openings and networking contacts.
* Responsible for the achievement of targeted volume and revenue per quarter through increased sales within a specific geographical territory as assigned by the Director of Sales
* Maintain existing portfolio and expand account development within territory, through new business growth and new product growth with new and existing accounts
* Review customer performance on a daily & weekly basis and ensure all data related to customers is kept up to date
* Work closely with Director of Sales to ensure profitability and professional management of accounts within territory
* Write routine reports and correspondence
* Meet daily, weekly, monthly, quarterly, yearly and other deadlines consistently
* Provide an excellent customer service experience, ensuring timely answers to customer questions and offer positive resolutions to customer issues
* Provide produce and product information to customers, reflecting accurate market trends and seasonal patterns
* Comprehend and navigate pricing matrix, competitive analysis and skillful negotiations
* Collaborate with sales and operation teams to support company growth and initiatives
* Provide the highest level of integrity and promote a positive company image inside and outside the organization.

**KNOWLEDGE/SKILLS/ABILITIES - REQUIRED**

* Bachelor’s Degree
* 3+ years sales experience (retailers, wholesalers, food service), exhibiting success in a sales role in which leads are self-developed; experience in produce sales a huge plus
* Effective communication and negotiation skills
* Proficient in English; spoken and written
* Ability to work under pressure with changing, ambiguous priorities
* Must be authorized to work in the United States
* Must possess a valid CA Driver’s License with clean driving record and proof on Insurance

**KNOWLEDGE/SKILLS/ABILITIES – PREFERRED**

* Culinary Background
* Bi-lingual: English and Spanish

**PHYSICAL REQUIREMENTS**

The physical requirements listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Physical ability to stand, reach, lift, bend, kneel, climb, walk, push and pull items weighing up to 50 pounds
* Ability to travel within an assigned territory
* Stand and move throughout the office, warehouse and customer kitchens
* High level of manual dexterity to adeptly type and use computer equipment

**SAFETY**

Work in a manner that prioritizes food & employee safety including:

* Participate and attend employee & food safety training.
* Adhere to warehouse safety standards, safe lifting and ergonomics, and maintain required records of all training.
* Report hazards and unsafe work practices immediately to your supervisor or safety committee representatives.
* Monitor & Maintain warehouse and department standards of cleanliness.

**ACKNOWLEDGEMENT**

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature \_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*\*The above is intended to describe the general content of and requirements for the performance of this job.  It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.  Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Edited 03/22/2023*