

ONE SOURCE INDUSTRIES, LLC
JOB DESCRIPTION

Job Title: National Sales Account Executive
Department: Sales
Reports To: CEO
Prepared By: Human Resources/Management
Prepared Date: January 2016

SUMMARY:

Under general supervision, identifies and contacts prospective clients, generates sales proposals, and services existing accounts, ensuring quality and consistency of service and/or product delivery. Must have extensive and detailed production and /or sales experience with temporary or permanent point of purchase displays, and/or packaging. Must have proven successful sales track record in the point of purchase and/or packaging industry. Also, the National Sales Account Executive must maintain a productive and positive working environment with internal customers and sales support personnel. This person must also be willing to support Junior sales personnel with presentations and sales delivery coaching. This position requires productive and supportive actions while interfacing with Sales Management. National Sales Account Executive must also identify and attend key trade shows and other industry related functions.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Develops new business sales leads
2. Prepares action plans and schedules to identify specific targets and to project number of contacts to be made; follows up on new leads and referrals resulting from field activity.
3. Identifies sales prospects and contacts these and other accounts as assigned.
4. Prepares presentations and proposals; develops and maintains sales materials and current product knowledge.
5. Establishes rapport and maintains contact with contract clients and potential clients.
6. Prepares paperwork to activate and maintain contract services; oversees account services through quality checks and other follow-up; identifies and resolves client concerns.
7. Articulate and professional.
8. Responsible for forecasting sales, top opportunities and exceeding budgeted goals.

SECONDARY DUTIES AND RESPONSIBILITIES

1. Must have at least 3-5 years of detailed production and/or sales experience with temporary or permanent displays, promotions, fulfillment and/or packaging.
2. Must have verifiable, successful track record selling consumer contract packaging, promotions and/or displays.
3. Extensive sales and operations knowledge of consumer packaging, promotions, displays and/or fulfillment.

4. Must have detailed technical knowledge of plastics, printed plastics, paperboard packaging techniques and products.
5. Prepares a variety of status reports, including activity, closings, follow-up, and adherence to goals; reports on special developments, information, or feedback gathered through field activity.
6. Performs miscellaneous job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE

- High School Diploma or GED; four-year degree preferred.
- Three to five years experience directly related to sales and/or the packaging industry preferred and to the duties and responsibilities specified.

LICENSES/CERTIFICATIONS REQUIRED: N/A

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to identify and/or follow up sales leads and referrals.
- Knowledge of planning and scheduling techniques.
- Ability to persuade and influence others.
- Ability to develop and deliver presentations.
- Ability to create, compose, and edit written materials.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of customer service standards and procedures.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to gather data, compile information, and prepare reports.
- Ability to utilize advertising and/or sales promotion techniques.
- Computer skills preferred: Outlook, Word, Power Point, Excel

WORKING CONDITIONS

Work is normally performed in a typical interior/office work environment. Some travel, domestic and international, will be required.

PHYSICAL EFFORT

Limited physical effort required, ≤ 50 lbs – less than 1% of time.

ENVIRONMENTAL CONDITIONS

None or very limited exposure to physical risk.

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisors' instructions and to perform the tasks requested by their supervisor.

All employment with One Source Industries, LLC is for an unspecified term and is "at-will". This means that you may resign or be transferred, reassigned, suspended, or demoted at any time, with or without reason, and with or without advance notice. Furthermore, your employment may be terminated at any time, for any reason, with or without cause, and with or without notice.

Although other terms or conditions of employment may change, this at-will employment relationship as defined above will remain in effect throughout your employment with One Source Industries, LLC. This at-will nature of your employment relationship cannot be changed, waived or modified except by a written employment agreement signed by the employee and the President of OSI.

Approvals:

CEO, One Source Industries

Date

National Sales Account Executive

Date