

D&K Group

Job Description



TITLE: Account Executive
REPORTS TO: Sales Manager
DEPARTMENT: Sales Department
LOCATION: 1795 Commerce

Summary of Duties: Generate sales of D&K laminating equipment, accessories and laminating film products to assigned accounts/ territories. Each Account Executive is given an account or territory, and they are responsible for sales activity.

Daily Functions:

1. Maintain and grow sales from existing accounts.
2. Cold call potential customers in given territory.
3. Customer data base maintenance.
4. Answer incoming calls, assist or direct received calls to appropriate parties.
5. Develop strong product and application knowledge to understand unique needs of customers.
6. Achieve monthly sales quotas.
7. Generate film and machine sales quotes / agreements for customers.
8. Provide leads for Area Managers in regards to potential machine customers.
9. Follow up calls from shows, events, and advertisements.
10. Order placement / film availability communicated to customers.
11. Customer inquiry sheet generation and completion communicated to customer.
12. Handling of profitability of accounts in accordance with D&K sales model.
13. Works to secure new business, while meeting group deadlines and prioritizing tasks.
14. Maintain awareness of current sales goals and current progress.
15. Gaining, maintaining familiarity with, and keeping up with changes in the nature of customers applications, business culture, and competition in given markets.
16. Some travel required to visit clients.

Education, Experience and Skills Required:

1. High School Diploma or equivalent.
2. Ability to build quality customer relationships.
3. Detail oriented.
4. Phone etiquette and basic computer skills.
5. Willingness to serve D&K in whatever capacity needed as a team player.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents shall follow any other instructions and perform any other related duties as may be required by this position and management.