

The Way of Business
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Educating People in
God's Way of Doing
Business!



Position Description

Title: *Account Sales Consultant*

Department: *Transportation*

Base Location: *Cleveland, Ohio*

Classification: *Exempt*

Reports to: *Transportation Divisional V.P.*

Grade Code: *19*

Qualification and Experience Requirements: *College Master's Degree in either the fields of Business Administration or Marketing. Five (5) years of outside selling experience, multi-state sales management experience and formal consultative selling training. References will be required.*

Position Objectives:	Required Position Activities Performed to Attain Objectives:	Percent of Time Activity Performed:
<i>Meet or exceed sales revenue annual budget</i>	<ul style="list-style-type: none"> ➤ <i>Travel to assigned territory</i> ➤ <i>Conduct client prospecting within assigned industry</i> ➤ <i>Conduct outside sales calls</i> ➤ <i>Introduce and execute corporate programs</i> ➤ <i>Orchestrate program fulfillment with every client within assigned territory</i> ➤ <i>Assess gross sales and profit on monthly basis and make necessary sales strategy modifications where deemed necessary</i> 	<ul style="list-style-type: none"> ➤ <i>5% *</i> ➤ <i>10%</i> ➤ <i>30%</i> ➤ <i>NA</i> ➤ <i>NA</i> ➤ <i>NA</i>
<i>Secure new client partnerships and maintain current client partnerships</i>	<ul style="list-style-type: none"> ➤ <i>Provide proper follow-up and administration</i> ➤ <i>Provide proper levels of public relations work with clients</i> ➤ <i>Keep clients current with latest technology through consultation and training</i> 	<ul style="list-style-type: none"> ➤ <i>20%</i> ➤ <i>Within outside sales call %</i>
<i>Work within assigned budgets for expense</i>	<ul style="list-style-type: none"> ➤ <i>Conduct all travel and related expenses according to corporate guidelines.</i> ➤ <i>Review monthly P&L assessments to monitor targeted expense-to-sales ratios</i> 	<ul style="list-style-type: none"> ➤ <i>NA</i> ➤ <i>NA</i>
<i>Develop and manage effective annual budgets</i>	<ul style="list-style-type: none"> ➤ <i>Conduct market surveys to identify sales and profit potential</i> ➤ <i>Submit timely and complete annual budget proposals</i> ➤ <i>Submit quarterly product forecasts</i> 	<ul style="list-style-type: none"> ➤ <i>10% on all</i>
<i>Comply with all corporate administrative requirements</i>	<ul style="list-style-type: none"> ➤ <i>Provide monthly territory reports</i> ➤ <i>Attend and participate in 4 annual corporate meetings</i> ➤ <i>Maintain both written and electronic file formats for clients, corporate and personal-HR</i> ➤ <i>Gather and circulate competitive intelligence</i> 	<ul style="list-style-type: none"> ➤ <i>15% on all</i>
<i>Achieve and maintain excellence in both field and industry knowledge and skill</i>	<ul style="list-style-type: none"> ➤ <i>Study and remain current with all trade related publications.</i> ➤ <i>Practice all professional skills received through internal and external sources.</i> 	<ul style="list-style-type: none"> ➤ <i>10% on all</i>