

National Account Manager

Department: Sales

Reports To: Managing Director

Responsibilities and duties

- Sells Melitta Professional Coffee Solutions products and services by maintaining and expanding customer base.
- Achieves sales operational objectives by contributing sales information and recommendations to strategic plans and reviews; preparing and completing action plans resolving problems; identifying trends.
- Develops, supports, and manages distributor / dealer network to ensure proper sales coverage in key metropolitan markets. Provides ongoing feedback to distributor / dealer network ensuring sales objectives are understood and achieved.
- Meets sales financial objectives by forecasting requirements and assists in preparation of annual sales budget.
- Establishes sales objectives by creating a sales plan and quota for region in support of national objectives.
- Maintains and expands customer base and maintaining rapport with key customers; identifying new customer opportunities.
- Recommends product lines by identifying new product opportunities; surveying consumer needs and trends; tracking competitors.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks.
- Assists in coordinating sales operations with all other departments/divisions of the Company
- Monthly sales reports

Skills

- Excellent communication and interpersonal skills
- Strong negotiation skills
- Problem solving and analytical ability
- Ability to work in a team environment
- Must be able to work in a quick paced environment
- Ability to travel as required by role (60 % travel)