



## JOB DESCRIPTION

<b>Position:</b>	Sales Account Manager
<b>Position Number:</b>	
<b>Department:</b>	Sales
<b>Reports to:</b>	Vice President Sales
<b>Date:</b>	January 2020
<b>Position Duties</b>	
<b>1. General Statement</b>	Primarily responsible for identifying bid opportunities, providing quotes and closing sales for exclusive products represented by GDG. This position will also work directly with GDG manufacturers and customers to facilitate customer service support, with regards to order status and shipping. Building and maintaining customer relationships and improving the overall customer experience is essential to success.
<b>2. Regular Duties</b>	<p><b>Sales:</b></p> <ol style="list-style-type: none"> <li>1. Actively search plan room services for projects that may be candidates for GDG exclusive product lines and for projects with GDG exclusive lines or competitors' products specified.</li> <li>2. Assist Architectural Sales Consultants with design and specification development.</li> <li>3. Review drawing &amp; specification for related scopes.</li> <li>4. Perform quantity takeoffs for quote requests and forward to manufacturer.</li> <li>5. Prepare substitution request for projects where product approval is necessary</li> <li>6. Works with Architectural Consultants to schedule design meetings with Designers, Architects, etc.</li> <li>7. Develops and maintains relationships with customers that purchase and install our exclusive products. Customers include, GC's, Exterior Subcontractors i.e. Glaziers, MEP, Sheet Metal and Other Specialty Contractors.</li> <li>8. Obtains quote requests from customers, and facilitate timely pricing request from manufacturers.</li> <li>9. Tracks bids and aggressively follows up on all quote request from customers with the intent of closing sales orders.</li> <li>10. Handles all incoming calls and correspondence from customers on potential and active GDG projects.</li> <li>11. Attends weekly sales meeting to discuss and organize project leads, and bid opportunities.</li> <li>12. Attends monthly meeting to discuss status of outstanding bids and closing opportunities.</li> </ol> <p><b>Customer Service:</b></p> <ol style="list-style-type: none"> <li>1. Works as a liaison between customers and manufacturers to provide order confirmations, submittal, and order release/tracking information.</li> <li>2. Performs field/project site visit as needed to review material issues and document and rectify as needed.</li> <li>3. Provides technical assistance for customers on projects.</li> </ol>

<b>Reporting Relationships</b>	<b>Responsible for the supervision of others?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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**Qualifications**

<b>Education Required:</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree preferred but not required</li> </ul>
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<b>Certifications Required:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
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<b>Experience Required:</b>	<ol style="list-style-type: none"> <li>1. Experienced in the sell of exterior construction products is a plus</li> <li>2. 1-2 years of inside sales or construction experience</li> </ol>
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<b>Specific Skills Required:</b>	<ul style="list-style-type: none"> <li>• Must be a highly organized, driven individual with a strong work ethic.</li> <li>• Strong written and oral communication skills required.</li> <li>• Ability to meet tight deadlines.</li> <li>• Ability to read and understand construction drawings and specifications.</li> <li>• Ability to learn and understand building codes and how they apply to our products.</li> <li>• Technical Knowledge of Building Exterior Products (training provided).</li> <li>• Ability to solve problems for customers by providing high level solutions in a professional and timely manner.</li> <li>• Ability to dissolve conflict with demanding customers.</li> <li>• Computer skills: Proficiency with MS Office is required. Proficiency with a CRM system is preferred.</li> <li>• Dependable transportation required.</li> </ul>
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**Note:** This job description is considered the minimum requirements for the above-mentioned position. Duties may vary from location to location based on job types and equipment utilized in the market the employee is working. This job description will be updated as required.