

## **JOB DESCRIPTION**

**BUSINESS:** Authorized Builder Distributors - ABD  
**POSITION TITLE:** Outside Account Manager  
**LOCATION:** Various  
**REPORTS TO:** Outside Sales Manager  
**JOB TYPE:** **HOURLY** - Commission  
**HIRING MANAGER:** Outside Sales Manager

### **POSITION SUMMARY:**

This position is responsible for executing the business plan in an ABD geographic trade area. Key accountabilities include achieving financial and customer results. Emphasis is on new account development, relationship selling, and maximizing utilization of the Showrooms. The Outside Account Manager position demands a high degree of self-motivation and well developed planning, organization and time management skills. Also requires excellent communication, presentation, and negotiation skills and the ability to present both product and service capabilities of the company in response to the unique needs of each customer.

### **RESPONSIBILITIES:**

- Planning and attainment of sales and margin goals
- Achievement of delivery, installation and warranty income goals
- Market planning and lead generation
- Meeting standards for new business development and new account acquisition
- Maintaining customer relationships through one to one marketing
- Maximizing utilization of the company Showrooms
- Professional presentation of products and service offerings to customers
- Active involvement with trade associations, including attendance of functions scheduled outside of "traditional" working hours.
- Adherence to expense, pricing and procedural requirements
- Adherence to all company policies and guidelines for professional and ethical conduct
- Demonstrates Sears Leadership Principles
- Performs miscellaneous selling duties as requested by management
- Ethics: Treats people with respect and keeps commitments. Inspires the trust of others. Works ethically and with integrity. Upholds organizational values.

- Diversity: Demonstrates knowledge of EEO policy. Shows respect and sensitivity to cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce.

**JOB COMPETENCIES / LEADERSHIP SKILLS:**

- Knowledge of business to business selling
- Knowledge of home building industry, including extensive knowledge and expertise within the custom/upscale segment. Proficient in industry practices, terminology, and the ability to read and comprehend blueprints
- Demonstrated ability to achieve results
- PC skills (spreadsheet, word processing, contact management and order management programs, internet and email)

**EDUCATION/USEFUL PRIOR EXPERIENCE:**

- High school or GED required.
- College, technical and/or relevant continuing education desired.
- Two or more years experience selling in the home building industry preferred.

**RESULTS/MEASURES:**

- Sales to goal, including delivery, installation and warranties.
- Gross margin to goal.
- New target account acquisition to goal.
- Existing target account growth to goal

Reviewed with associate by hiring manager:

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