



## **FASTSIGNSADA.COM**

### **Sign Industry Reseller Account Manager / Sales Development Specialist.**

**Goal** - Primary responsibility is to develop sales for the Signmojo and FASTSIGNSADA.com brands.

**Reporting**- Account Manager reports directly to the President.

#### **General Description –**

- 1.) Account Manager will work directly with Affiliate Link Partners, ALP's to develop sales. AM will attempt to contact each one monthly via telephone and continue conversations via e-mail, and USPS with a goal of developing long term mutually beneficial relationships.
- 2.) Account Manager will work with each ALP to communicate our primary messaging, provide samples and sales literature, and support the quotation process by working with Sales Support, Technical Drawings and Customer Service with a goal of providing a high level of service and sales.
- 3.) Account Manager will seek additional ALP's and other distribution outlets within the sign industry. Account Manager will work with Marketing and the E-Commerce team to facilitate web based relationships that build on our web store platform but may be unique to the Signmojo.com ALP model.
- 4.) Account Manager will attend trade shows and develop leads to send to ALP's and other partners. AM will develop leads obtained in geographic and industry territories that are not covered with ALPs or other partners to generate end user sales. Account Manager will work with each end user customer not affiliated with an ALP to provide products and services to facilitate sales. AM will attempt to direct each end user customer to an affiliate if available.
- 5.) Account Manager will attend approximately 4 annual national and or regional trade shows for the sign industry with a goal of promoting our products and signing up additional ALPs.

## **FASTSIGNSADA.COM**

- 6.) Account Manager will attend approximately 5 annual national or regional trade shows that focus on the end user with a goal of generating quotes and directing end users to ALPs.
- 7.) Account Manager will work with Marketing and E-Commerce managers to facilitate effective brand building marketing campaigns.

### **Specific Sales Functions –**

- 1.) Account Manager will work with Sales Manager and Marketing to devise effective techniques to communicate with the ALPs on the telephone and deliver follow up literature and samples.
- 2.) Account Manager will initially train with Sales Support towards the goal of an understanding of the process and thereafter to facilitate quotes for ALPs and end user customers.
- 3.) Account Manager will initially train with Customer Service towards the goal of an understanding of the process and thereafter to facilitate a high level of customer service for ALPs and end user customers.
- 4.) Account Manager will submit sales reports monthly to include calls made, samples sent, quotes received, and quotes delivered by ALP and End user customers. In addition, reports detailing outstanding quotes and prospects for actual orders will be submitted monthly.
- 5.) Candidate must possess excellent communication skills both written and verbal. Candidate must have excellent organizational skills and be fluent in the use of online calendars and e-mail.
- 6.) Candidate must have a working knowledge or the ability to learn database and know or learn how to do simple queries and searches.

## **FASTSIGNSADA.COM**

- 7.) Candidate would benefit from an eye for design and be able to advise clients on signage selection.
- 8.) Candidate would benefit from excellent presentation skills both in person and via web based video.
- 9.) Candidate would benefit from excellent search skills on the internet and knowing how to do long word searches.
- 10.) **Physical Demands:**

While performing the duties of this job, AM will require sitting three (3) to four (4) hour stretches, standing, and ability to lift 20 pounds occasionally. AM frequently is required to use hand to finger, handle or feel objects or tools, AM is occasionally required to walk; reach with hands and arms, stoop, kneel, crouch; and talk or hear. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision and depth perception.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The work environment is in a climate controlled “office type” environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.