

JDCOM002-U

JOB DESCRIPTION: ACCOUNT MANAGER / OUTSIDE SALES

REPORTS TO: NATIONAL SALES MANAGER, WFP



Career Opportunities



General Employee Requirements

- The incumbent is expected to meet quality work standards, and work in conformity with all company policies, guiding principles, standard procedures and work within the scope of the law.
- Must utilize effective interpersonal communication and teamwork approach and demonstrate positive customer relation skills. Must have the ability to work effectively with others and to follow directions of Manager.
- Must be fully familiar with and have the ability to comply with all safety requirements of respective position such as knowledge of safety rules and policy and evacuation procedure.

Primary Responsibility:

- Develop and support sales activity at all assigned accounts and markets.
- Provide technical and product support at all assigned accounts and markets.
- Retain and maintain existing business at assigned accounts and markets.
- Find new market opportunities through distribution network and direct sales that fit Walvoil Fluid Power goals.

WALVOIL FLUID POWER CORPORATION
HEADQUARTERS

4111 N. Garnett Rd., Tulsa, OK 74116, USA
Ph. +1 918 858 7100. Fax +1 918 858 7150
info@walvoilusa.com. www.walvoilusa.com

BUSINESS UNIT HYDROCONTROL
1109 Technology Dr., Red Wing, MN 55066, USA
Ph. +1 651 212 6400. Fax +1 651 212 6401
info@walvoilusa.com. www.walvoilusa.com



- Maintain timely communication to Customer Service group and the Production Planning group concerning Customer requirements present and future.
- Develop and maintain quality relationships with customers, WFP departments and Walvoil S.p.A. group contacts.
- This position has no direct supervisory responsibilities.

Primary Duties:

- Work with National Sales Manager to formulate sales plans.
- Ensure that all information concerning customers and markets is communicated to critical WFP departments.
- Apply Walvis products at the customer level in support of components and systems applications.
- Build and maintain customer profiles for all existing key accounts and potential key accounts.
- Maintain timely contact with all key personal at assigned accounts, reporting:
- Quarterly sales and market report. Prepare a report each quarter for assigned accounts (detailed instructions for report will be given by National Sales Manager).
- Distributor performance report. Prepare a quarterly performance report on each distributor in assigned area (detailed instructions for report will be given by National Sales Manager).
- Call reports. Prepare call reports that document all critical information obtained during customer calls.
- Itinerary report. Prepare weekly itineraries for firm and planned activities.
- Conduct product training at customer location. Educate personnel on all marketing efforts by Walvoil Fluid Power (web, shows, etc.).
- Effectively communicate with all departments within Walvoil Fluid Power.
- Aid in the development and implementation of plans, policies, and procedures.
- Identify new product needs and coordinate through National Sales Manager.
- Actively participate in trade shows and lead follow up, assist in meetings, seminars, schools, etc.
- Promote safety, practice safe work habits, and comply with safety policies at all times.
- Complete assigned tasks and reports in a timely manner.
- Prepare for and actively participate in all departmental meetings.
- Maintain a friendly "Service" oriented philosophy with co-workers, other departments and customers.
- Practice and promote good housekeeping measures and support all company efforts to comply with OSHA and environmental regulations.
- Back up all PC files to network weekly.



- Maintain continuing knowledge of and familiarity with computer software and upgrades utilizing Company provided training or through continued education courses offered by schools or organizations.
- Perform all other duties as assigned.

General Job Requirements:

- Bachelor's degree (BS) in engineering, mechanical preferred or relevant specialized industry-related training.
- Strong sales background highly preferred.
- Willingness to participate in 6–12-month engineering training.
- FPS certification as a Fluid Power Specialist or Hydraulic Specialist preferred.
- Effective communication skills are mandatory. Must possess proper command of English language, written and oral.
- PC experience and training required such that the basic level of skill can be demonstrated in Microsoft Word, Excel and PowerPoint. Intermediate to advance skills are preferred.
- Valid drivers' license.
- Ability and willingness to work flexible hours and extra time on an as-needed basis, involving extra hours during the week, Saturdays and occasionally Sundays and Holidays.
- Must be self-motivated and able to work independently to achieve sales goals.

Physical Job Requirements:

- Travel nationally may frequently be required (up to 50%). Schedules occasionally require weekend travel.
- Occasional international travels (e.g. to HQ in Italy) might be requested up to once per year.
- Demonstration of products, training of customers, and trade show participation requires lifting, transporting, setting up, and operating exhibits and equipment. Loading and unloading of equipment, while unassisted, is frequently required. Exhibits and equipment usually range in weight from 40-60 pounds.
- Travel is normally by commercial airlines. Local travel will use company-owned, personal or rented vehicles

Work Environment Job Requirements:

- Due to travel, environmental conditions are frequently uncontrolled. Conditions may be outdoors with exposure to outside temperatures and conditions.
- Trade show demonstrations may occasionally require 10–12-hour work shifts, usually standing.



General:

This job description is not exhaustive and cannot anticipate all possible duties and requirements. Duties and requirements are also subject to change just as the products developed by this company are subject to change. Flexibility on the part of the employee as well as the company is therefore of utmost importance.

