

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Sales National Account Executive</b>	<b>Revised:</b>	01/07/2020
<b>Work Location</b>	Eagan, MN	<b>FLSA Status:</b>	Full Time /Exempt
<b>Reports to:</b>	Dir of Business Development	<b>Direct Reports:</b>	None
<b>Department:</b>	Sales	<b>Travel Required:</b>	50%

**Job Summary/ Objective:** This role requires a driven, assertive, well-organized, individual with an aptitude for identifying and cultivating new opportunities and then maintaining and expanding relationships with strategically important large and medium-size customers to achieve sales revenue and profitability goals. This role operates in an organization that deploys a more consultative sales process, often with a 12 to 18-month sales cycle. Must be able to lead the account planning cycle and willing to develop an understanding of a prospect or existing customer's business, in order to effectively identify solutions that fit well with the prospects/customers strategy and requirements. The ability to work collaboratively with an account service team is essential, as is being able to facilitate communication, make cold calls, be persistent, negotiate effectively, and create mutually beneficial relationships.

### Essential Functions:

- Applies strategic sales acumen to open new avenues for growth and alliances, including establishing productive, professional relationships with flooring industry contacts (i.e. manufacturers, retail end-users, C-suite decision makers, distributors, etc.) and key personnel in assigned existing customer accounts.
- Proactively engages Marketing to support prospecting activity at the "high-value" target level and to generate interest in the Inside Edge brand and services.
- Participates in industry events, associations, and trade shows, etc. to identify and generate new prospect leads.
- Coordinates the involvement of company personnel, including support, service, and labor management resources, in order to meet account performance objectives and customers' expectations.
- Proactively leads joint company-strategic account planning process that develops mutual performance objectives, financial targets, and critical milestones for a one and three-year period.
- Proactively assesses, clarifies, and validates customer needs on a regular basis. Provides customer insights and makes recommendations for how Inside Edge can continually differentiate itself to ensure it is a preferred flooring solution partner.
- Leads solution development efforts that best address customer needs, while coordinating the involvement of all necessary company / service-team personnel.
- Meets assigned targets for profitable sales growth and strategic objectives in assigned accounts.
- Monitors and evaluates industry, market and competitor activities, and makes recommendations based on these factors to ensure the continued growth of the business.
- Achieves assigned sales revenue goals in designated strategic accounts.
- Effectively manages pipeline/existing accounts and meets assigned expectations for profitability.
- Completes strategic customer account plans that meet company standards.
- Achieves strategic customer objectives and maintains high customer satisfaction ratings as defined by company management.
- Prepares sales reports and updates regarding activity, productivity, revenue performance, on a regular basis, and as requested by the Management or Executive Team.
- Provides regular reports to manager regarding activity, productivity, revenue performance and account / prospect status.
- Follows company practices/policies for processing, invoicing, calculation of sales.

### Competencies

- Results Orientated
- Oral and Written Communication
- Interpersonal Skills
- Computer Literacy and Keyboard Skills
- Adaptable
- Time Management
- Attention to Detail

### Work Conditions

Ability to work in the Eagan, MN office as well as travel 50% throughout the US as well as out of the country.

### Qualifications

- Bachelor's Degree or High School diploma with equivalent work experience.
- Minimum 5 years' experience finding and building accounts

### Performance Factors on Core Values

Integrity	Energy	Collaboration	Innovation	Service
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### Demonstrated through....

1. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work safely, timely, accurately, in a thorough manner and is conscientious about assignments.

2. Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues and individuals inside and outside the Company.

3. Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

<b>Author:</b>	Ric Schommer	<b>Title:</b>	Dir of Business Development
<b>Approved By:</b>	Anne L. Olson	<b>Title:</b>	Human Resource Director

**This is an accurate description of the essential functions of my position.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_