

Senior Account Representative Job Description

S.A.R responsibilities will include, but are not limited to:

- Increase business/ sales and interest in Mont Surfaces.
- To gather, update, and add to the company database as information changes and new companies appear.
- To meet all ancillary customers listed in the database within the territory on a regular basis.
- To keep the customers informed about our products and services on a regular basis.
- To understand individual customer's profile and then try to customize our sales effort to suit their needs.
- Submit daily sales call reports
- Develop and maintain a CUSTOMER ORIENTED approach.
- Respond to all messages and E-Mails in a timely manor.
- Cross Training on Inside Sales Team's duties

You will be required to work on the road four days a week and one day in office to set up/ route your appointments and take care of any follow up needed. During your in-office day you can assemble your sales material (samples, brochures, promos, etc.), and gather information about your visits (holds, visits, etc.).

As part of you position you will also be required to work two Saturdays a month from 9am till 3pm on rotation per the Locations' schedule as part of our standard customer service routine.