

Craft Brands Account Manager

Summary:

The Craft Brands Account Manager is responsible for all activities in assigned accounts or regions. Manage quality and consistency of product and customer service.

Territory: As Assigned

Essential Duties and Responsibilities:

- Work on or off the premise accounts, securing new placements of Craft Brands Portfolio products
- Perform scheduled tastings on or off the premise accounts and attend beer festivals.
- Work in trade with Commercial Distributing personnel and supplier representatives
- Adheres strictly to account service schedule and route assignments
- Perform accounts receivable/collection functions; develop a working knowledge of credits, reporting credit problems or complaints. Check daily manifest for accuracy of transmission, making corrections before product delivery. Knowing what credit procedure and/or policy applies, prior to product delivery.
- Check credit daily. Establish payment arrangements with delinquent accounts. Deliveries will not be made, until cash or certified check is received on returned checks.
- Check company products, prices, and point-of-sale within each account to ensure proper distribution, position, and merchandise of products.
- Pull forward, stock and rotate products as necessary and/or required, adhering to the company rotation policy.
- Inventory of company products within accounts. Adhering to the company policy, check code dates, making written notation of codes for follow-up. (Quality Audits)
- Communicate advertising, prices, company/brewery programs, and sales trends with customers, assisting with developing and implementing strategic business development initiatives for customers, while increasing sale of Commercial Distributing's products
- Make sales calls to new and existing customers, documenting activity (After regular business hour calls when necessary to communicate with key personnel). Actively pursuing new accounts in territory.
- Introduce new product information to accounts. Build draft accounts in assigned area.
- Complete various monthly and quarterly reports/surveys when necessary

Other Responsibilities:

- Adheres to the policies and procedures of, Commercial Distributing Co., Inc.
- Demonstrates a strong commitment to the mission and values of the organization

- Continuously improve knowledge of industry and market to stay current and improve/increase personal performance.
- Attend all trainings and meetings off and on company premises.
- Possess a current valid Massachusetts driver's license, and maintain current vehicle insurance coverage.
- Maintain a clean driving record.
- Performs other duties as assigned.

Competencies:

- Strong organizational and interpersonal skills
- Exceptional written and verbal communication skills
- Goal/Detail oriented; ability to meet strict deadlines
- Ability to multi-task and work independently
- Ability to interact with diverse clientele and staff

Educations/Skills:

- High school diploma or equivalent is required
- Client Relationships
- Product knowledge is strongly preferred
- Industry experience a plus

Computer Skills:

Proficiency using software programs such as MS Word, PowerPoint, Excel, and Outlook; possess the ability and willingness to learn in house sales software, along with other necessary software/programs.

Environmental Factors/Physical Demands:

Drives personal automobile to assigned customer establishments; possessing the ability to sit in a vehicle for a length of time. The employee is regularly required to maintain active customer communication; access, input and retrieve information from a computer system. Shall be subject to bending, reaching, climbing, kneeling, stooping, lifting cases weighing 30+ pounds, and Kegs weighing up to 170 pounds. Will be able to obtain a Massachusetts permit to carry/sell alcoholic beverages.

Employee Signature _____

Print Name _____ Date: _____