

## **Dental Health Products Inc. Job Description**

**Job Title:** Equipment Account Manager Outside Sales  
**Department:** Outside Equipment Sales  
**Reports To:** Midwest Regional Manager  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** April 2017

### **SUMMARY**

Sell equipment for Dental Health Products, Inc. in assigned territory.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Works with Outside and Inside Sales Account Managers to establish equipment opportunities with accounts.

Sells equipment and provides office plans and designs through CAD Design Specialist.

Follow through with all Accounts, Account Managers providing equipment sales leads on orders, pending orders, returns, warranties, etc. Accountable for full account management responsibility on all equipment sold.

Coordinate initial deposit as well as final payment before equipment is installed.

Coordinate construction and installation phases of projects.

Communicate verbally and written with primary account managers on activities with the accounts.

Maintain a literature file for all to use.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED): and five years of dental sales and/or service experience. Type 45 wpm and have computer skills in Excel, Word and company computer system. People skills, which allow one to communicate with others in all business environments.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Speak and write English language.

### **MATHEMATICAL SKILLS**

The ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and gross profits.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to think in the line of fire and to use tact. Tact in this instance would be the ability to appreciate the delicacy of the situation and give a kind answer.

**PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**ADDITIONAL INFORMATION**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

**I have read and understand the above Job Description.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_