

Dental Health Products, Inc.
Job Description

Job Title: Service Account Manager Outside Sales
Department: Outside Sales
Reports To: Branch Manager
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: March, 2016

SUMMARY OF JOB DESCRIPTION

Maintains, sells and installs dental equipment in offices and clinics. Maintain parts inventory for sales and other services provided. Grow sales business through cold sales calling for new accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Outside sales to existing and new accounts.

Develop and maintain relationships with existing and new customers.

Provide repairs of equipment.

Maintain van parts inventory.

Handle both sales and service calls.

Schedule sales and services calls.

Perform sales pre-installation coordination with customers, representatives and trades' people related to installation of equipment in the customer's office.

Solicit new business.

Schedule sales cold calls.

Co-travel with merchandise and equipment reps when requested.

Coordinate sales calls and sales leads with representatives.

Assist in trade shows.

Actively participate in annual training programs held by manufactures and company, required for maintaining current certifications.

Submit Monthly Expense Reports and/or Credit Card Statements within the timeframe required by company policies and procedures.

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

Associate's Degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; 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, and color vision.

Some of the duties that require the above physical demands include, but are not limited to, moving and installing equipment, reading multi-meters, and driving vans.

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 frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; and risk of radiation. The noise level in the work environment is usually moderate when performing installations.

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:** _____