**Position Title: Produce Account Manager**

 **Interim: Purchasing Manager**

**Division/Department: Sales**

**Location: McAllen**

**Reports To: Director of Grower Relationships and Purchasing**

**Date: 07/30/2018**

**OVERVIEW:** The role of the Account Manager is to plan, direct and coordinate the marketing of the organization’s products along with working to develop sales processes, work with the sales team and grow the business into new markets. This position also includes interim purchasing role.

**ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS:**

* Form sales strategies to keep the company competitive and innovative
* Develop and maintain account relationships through ongoing engagement and developing a deep understanding of the customer’s specific needs, goals and specification of expectations.
* Guide and direct sales team with the ability to identify, develop and implement educational and developmental plans for the internal staff.
* Forecast future sales and form sales plans to adapt to constant shifts in the market place
* Serve as a representative and major industry events, conferences, trade shows, and expositions
* Foresee and avoid stagnation in the marketplace
* Maintain customer relations
* Grow business into new markets
* Implement and refine a sales process with the sales team

**Interim Purchasing Responsibilities**

* Responsible for sales of all commodities as well as negotiating prices, establishing delivery terms, processing all required paperwork, and adjusting inventory.
* Establishes the projections of future product availability and works with sales to develop a strategy to realize the highest prices possible.
* Manages all customer service problems associated with the sale of the product including market adjustments, bad arrivals, returns and credit adjustments.
* Maintain consistent communication with all sales keeping them information of availability of product, market prices, and quantity.
* Manage available inventory, market prices, quality, and sales decisions.
* Participate in planning and implementation of sales programs and promotions.
* Communicate daily with sales team in sales efforts and transactions
* Accurately distributes information to the company when requested.

**COMPETENCIES:**

* **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
* **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
* **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
* **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

**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.

**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.

**QUALIFICATIONS:**

**Education:**

* Bachelor’s Degree or equivalent

**Experience:**

* Proven sales management experience – taking a company from its current sales level to the next sales level
* 10 or more years of direct (inside and outside) sales experience
* At least 5 years managing sales staff

**FLSA Designation (HR Use Only):**

* Exempt
* Non-Exempt

**Employee Acknowledgement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.