



POSITION DESCRIPTION

Job title: Account Manager (VIC & NSW)

Date: August 2022

Department: Sales, Commercial Division

Reports to: Sales Manager

Position purpose: To ensure that sales and profit objectives of ABSend are maximized through the implementation of appropriate sales plans.

Principal accountabilities:

Direct reports: Sales Manager

Key Results Area	Accountabilities	Key Performance Indicators
Achieve Territory Sales Budget	<ul style="list-style-type: none">Set yearly sales budget to Top Account (approx.20)Keep Business plans up to date (top accounts)Set objectives for each Sales Call.Concentrate Selling effort on Parcel services.Motivate Account Sales Staff to sell ABSend services.Keep Product and Deal Knowledge up to dateSecure best location in accounts for our products	<p>Budget Achieved</p> <ul style="list-style-type: none">Reviewed Quarterly with State ManagerReview on field visits from State Manager.Budgets AchievedReviewed by State Manager on field visits <ul style="list-style-type: none">Reviewed by State Manager <ul style="list-style-type: none">Reviewed by State Manager on field visits.

<p>Improve Territory Profit Contribution</p>	<ul style="list-style-type: none"> ▪ Adhere to 8 weekly call cycle ▪ Adhere to accommodation and meal allowance policy. ▪ Adhere to Company Credit Policies 	<ul style="list-style-type: none"> ▪ Weekly Calls reviewed versus itinerary by State Manager ▪ Expenses reviewed by State Manager and National Sales Manager ▪ Review by State Manager. Checked by Finance Department and reviewed by National Sales Manager
<p>Contribute to State and National Teams</p>	<ul style="list-style-type: none"> ▪ Assist other State Team members when necessary. ▪ Respond to Customer Service, and other Head Office Requests. 	<ul style="list-style-type: none"> ▪ Reviewed by State Manager. ▪ Reviewed by State and National Sales Manager.
<p>Follow Company Policy and Procedures</p>	<ul style="list-style-type: none"> ▪ Complete Weekly Report on time, accurate and informative. ▪ Maintain Company Vehicle in accordance with service schedule and keep vehicle clean. ▪ Have a well-groomed appearance and a positive professional attitude. 	<ul style="list-style-type: none"> ▪ Reviewed by State Manager. ▪ Reviewed by Finance Department and Monthly inspection by State Manager. ▪ Reviewed by State Manager
<p>Special Projects Participate in cross functional teams and/or special projects from time to time as required by the business strategy.</p>	<ul style="list-style-type: none"> ▪ Specifics as determined per project. 	<ul style="list-style-type: none"> ▪ Project objectives and timelines achieved.

Main contacts:

Internal:

- Sales Secretary
- State Manager
- National Sales Manager
- Sales Analyst
- Customer Service
- State Team Members
- Channel Managers

External:

- Customers
- Logistics

Education / Qualifications / Experience:

Tertiary qualification preferred, IT and Finance background
Previous sales experience preferred
Current driver's licence
Police Check