

Kubota Engine America

JOB TITLE: Sales Account Manager
DEPARTMENT: Sales
REPORTS TO: Director of Sales
FLSA STATUS: Exempt

Job Description Summary

The Sales Account Manager is responsible for developing and maintaining sales for existing assigned distributors and OEM customers as well as exploring and communicating new opportunities for Kubota engines and generators to KEA management. This position requires you to develop strategic plans remotely that coincide with market trends, corporate goals, and objectives. This position is the "window" and direct link for all activity and communication between distributors, OEM customers and Kubota.

Duties and Responsibilities

- Manage and maintain relationships with current assigned OEM and distributor's business activity in a professional and profitable manner
- Analyze sales records of present and past operations, identify trends and costs, along with realized revenue
- Maintain regular remote contact with assigned distributors, DOEMs, and direct OEM accounts
- Expand current business with your assigned distributors and OEMs
- Solicit new business opportunities with your assigned distributors and OEMs and report them to KEA management
- Ensure the distributor represents the full Kubota range of products emphasizing strong parts, service, and warranty support
- Ensure monthly orders are processed on time by the Operations team. Assist the Operations team with shipment tracking and invoicing as required
- Monitor distributor and OEM inventory levels
- Identify underperforming distributors and OEM customers and work with KEA Management to develop strategies and or plans to increase market share
- Maintain up-to-date understanding of industry trends, technical developments, and competitive activity that effect current and future markets utilizing trade publications along with regional trade shows applicable to markets we serve
- Develop sales forecasts for each OEM, Distributor and DOEM in accordance with meeting assigned objectives
- Assist distributors in developing sales and marketing forecasts to include market share, sales goals, service and training goals in accordance with the distributor sales and service agreement and territory objectives
- Develop sales targets and market share goals annually that will meet and exceed the objectives established by management
- Perform audits, assist with accounts receivable, and collection efforts as needed
- Annually review each distributor establishing meaningful goals and objectives for each organization.
- Annually audit distributor sales activities to ensure that all conceded prices that were agreed to are being passed on to the marketplace
- Provide sales and technical support for trade shows, exhibitions and assist distributors with sales programs and promotions
- Keep KEA and your colleagues aware of changes in the market and activity amongst our competition
- Complete any additional assigned tasks, projects and assignments from the Director of Sales
- Develop and maintain a team effort within the department that is customer focused, Assist other Sales Managers with any assigned tasks or activities asked by KEA management
- Communicate, organize, and maintain confidential information and material
- Inform Vice President and Director of Sales of all noteworthy activities
- Follow safety guidelines and department and corporate policies and procedures
- Maintain an organized and secure work environment
- Support co-workers in other departments as needed

Authority

N/A

Job Knowledge, Skills, and Abilities

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- Ability and desire to develop new OEM business along with an intense desire to grow our relationship with any customer and become the engine of choice for any application that we have a suitable power plant
- Ability to develop and maintain relationships with distributors understanding that distributors are not customers but rather are a channel partner
- Ability to manage distributors while paying strict adherence to our corporate goals and objectives
- Strong negotiation and closing skills, energetic, and have a strong desire to succeed in inside sales
- Thorough understanding of engine models and components
- Basic understanding of warranty, and warranty adjudication
- Thorough understanding of order processing
- Basic knowledge and understanding of the OEM industry
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Strong command of the English language, both written and verbal
- Ability to comprehend a variety of instructions, both oral and written
- Ability to communicate in a professional manner
- Ability to be tactful and diplomatic in challenging situations
- Basic presentation skills and power point knowledge
- Superior written and verbal communication skills
- Strong problem solving and perceptiveness
- Utilize sensible approaches to business matters
- Have a working knowledge of Word and Excel
- Ability to utilize SAP for business analysis
- Limited travel may be required
- Basic knowledge in applying sales and marketing techniques to sell engines at the wholesale level
- Ability to develop and maintain long term relationships with customers that are mutually beneficial and profitable for KEA
- General understanding of the international rules for the interpretation of trade terms (incoterms)
- Ability to maintain a high level of confidentiality
- Basic presentation skills

Education and Training

- Bachelor's degree in a relevant field or significant experience in varying roles
- 2-5 years sales experience selling industrial engines or a similar product at the wholesale level

Physical Demands

- Walking and sitting for long periods of time with some stooping, bending, kneeling, and reaching
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping of objects
- Reaching by extending hands in any direction
- Feeling temperature, shape, or texture by means of senses in skin
- Ability to drive a car and travel by air
- Regular lifting and/or moving up to 50 pounds
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

Work Environment

- Work is performed in an office environment. Noise level is moderate
- Limited exposure to the warehouse. Limited exposure to temperature variations when shipping doors are open
- Regular exposure to vibration, fumes, gases, and proximity to moving mechanical parts
- Handling of potentially dangerous chemicals or other substances, dangerous equipment, and tools
- Work produced is subject to precise measures of quality and quantity
- While traveling, will experience noise and comfort levels common to automobiles and airplanes

Tools and Equipment

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- Computer and other general office equipment
- Eye and ear protection required while working on engines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____

Supervisor/
Manager: _____ Date: _____