

Delivering Peace of MindSM

www.**Dircks**.com
4340 West Mohave Street
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JOB DESCRIPTION: NATIONAL ACCOUNT SALESPERSON

Level: Experienced	Salary Range: Undisclosed
Location: Phoenix, AZ	Travel Percentage: Road Warrior
Position Type: Full Time	Job Shift: Day
Education Level: 4 Year Degree	Job Category: Sales

SUMMARY

Generates revenue by selling moving, storage and related services to corporate customers and accounts; delegates day-to-day account activity while maintaining excellent communication with customers and accounts; ultimately responsible for satisfaction level of current national accounts.

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

- Identifying, prospecting, calling and meeting with potential corporate account customers.
- Cultivating and maintaining quality relationships with national account contacts.
- Creating referral relationships to gain new prospects and opportunities.
- Setting up appointments and conducting presentations to prospective customers.
- Providing quotes for customers and prospective customers.
- Creating and presenting proposals/estimates for new prospects.
- Cross-selling products and conducting joint meetings with internal partners.
- Investigating, reporting and solving customer questions/concerns as needed on individual shipments to ensure satisfaction.
- Working closely with other departments to ensure proper care is taken with each other.
- Attending and participating in sales meetings, service meetings, trade shows, and networking groups.
- Following up on information obtained from networking groups.
- Developing business-producing relationships with networking group members and leads developed from own sources (newspapers, trade publications, realtor contacts, etc.).
- Maintaining and regularly working accurate customer and prospect databases, including current and accurate contract information on existing accounts.
- Setting up and conducting warehouse tours.
- Preparing reports of business transactions; keeping expense accounts; tracking moves to compare against commission reports.

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- Backing up the Inside Salesperson with sales calls, including providing quotes and setting appointments.
- Achieving sales projections.
- Being accompanied by and applying feedback from management and coworkers on proposal and other visits.
- Creating referral relationships to gain new prospects and opportunities.
- Representing Dircks with various associations that we're members of.
- Participating in trade shows.
- Managing all customer interactions through Salesforce.com.

SUPERVISORY RESPONSIBILITIES

This job currently has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Bachelor's degree (BA or BS) or equivalent from a 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, 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.

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MATHAMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

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.

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.

The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and 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. The noise level in the work environment is usually moderate.

I have read and understand the above job description and understand that additional duties and responsibilities may be assigned.

Employee Name

Date

Supervisor

Date

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