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Employer Fill-in Form (Employee fill-in otherside)

HPBA Job Bank

Job Title: Account Executive (Sales)	
Company: FPI Fireplace Products International	
Location: Eastern USA	
Job Start/End Date:	Job Classification: Full Time
Hours/Week: 40+	Salary Range/Hourly Rate:
Education:	
Required Degree/Formal Training:	
Required Licenses/Certificates:	
Experience:	
Company email: employment@regency-fire.com	Company website:
Company Contact: Susan Milne	Company phone: (604)946-5755 Company fax: (604)952-6638
Additional Information: See attached job description	

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Please fax or email to:
(703) 522-0548 iglowacki@hpba.org



FIREPLACE PRODUCTS
INTERNATIONAL LTD.

POSITION DESCRIPTION

POSITION TITLE: Account Executive
REPORTS TO: Sales Manager
DIVISION: Eastern Region, Sales & Marketing
STATUS: Exempt

INCUMBENT: _____ **Date:** _____
SUPERVISOR: _____ **Date:** _____

JOB SUMMARY:

Responsible to Support, Service, and Sustain Existing Network; also Expand Distribution and Market share.

DUTIES & RESPONSIBILITIES:

Exceed Sales Targets in Territory

Written Goals and Strategies for Territory no later than end of April

Target for each Dealer must be established in writing by end of April

Present FPI Business Plan and Marketing Review

Present Early Buy Program and secure Purchase

Fully explain any VIP, Co-op, Marketing, Burn incentive programs to each dealer. Any and all commitments must be on Marketing Support agreements

Call on all assigned accounts on a regular basis, as determined by the Sales Manager / Director

Maintain clean and fresh look on all FPI showroom units

Schedule and present FPI Sales Training Program to each Dealer and sales staff; update and retrain new staff as needed

Prospect for new accounts one full day per week or 5 cold calls per week, with results to be sent to Sales Manager. A minimum of 15 new dealers are required per season, as determined by Sales Manager / Director.

Set up weekend sales events with Dealers gaining focus on FPI products. All promo events must be attended by Account Executive. A minimum of 15 weekend sales promotions is required per year, as determined by Sales Manager / Director.

Develop networking programs with Gas utilities in your territory

Schedule the installation of FPI products in all showrooms with Dealer's installers. Some help may be available from our technical staff. You should plan to do installs yourself.

Assist Credit department to clear up discrepancies and collect past due accounts when asked

Additional related responsibilities as may be required

QUALIFICATIONS & SPECIFICATIONS:

Abilities/Skills/Knowledge

- Ability to read / understand customers in a business environment.
- Ability to evaluate the marketplace and make recommendations for territory development.
- Ability to prospect for new accounts and expand existing accounts.
- Ability to train small and large group sales people or re-train selling of our products.
- Flexible and willing to change with environment.
- Good organizational skills and the ability to prioritize.
- Ability to understand technical installations of our products

Education/Training

- Independent Sales or Formal Sales training would be an asset

Experience

- Minimum of 1-2 years of demonstrated experience in outside sales

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