



Position Title: Retail – Account Representative

Department: Sales

Date: October/2023

Representative Duties:

1. Grow sales in the Food/Drug/Mass, Retail-Wholesale, Office Supply/Electronics and E-commerce markets.
 - Develop sales plans and exceed sales goals.
 - Aggressively prospect new leads in grocery, chain drug, wholesale and online marketplaces nationwide.
 - Manage customer inquiries and documentation requests and work with Customer Service to provide a high level of service to customers.
 - Manage wholesaler and broker relationships using phone, mail, video conference, e-mail and personal visits.
 - Manage co-op promotion programs, working in conjunction with marketing to execute.
 - Work with Product Management, Sourcing and Logistics on forecasting, delivery schedules and customer requirements for new items and resets.
 - Communicate cross-functionally to manage the order fulfillment process.
 - Represent Brownmed at corporate headquarters, trade shows and events.
2. Manage and control sales/expense budgets for Food/Drug/Mass, Retail-Wholesale, Office Supply/Electronics and E-commerce markets.
 - Prepare and monitor budgets to improve profitability of Brownmed.
 - Coordinate expenses with Finance and Accounting to hit contribution margin targets.
3. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
4. Report to the VP of Sales.

Required & Preferred Qualifications:

- Bachelor’s degree required
- Minimum of 3 years’ sales experience working with wholesalers and national chain accounts (food, drug or mass retail accounts preferred)
- Excellent communication skills (written/oral)
- Skilled in cross functional teamwork
- Strategic thinker capable of execution as well as big picture understanding
- Self-starter who is flexible, solutions oriented and able to pivot quickly to create opportunity and meet objectives
- Knowledge of ISO 9001, CE Mark and FDA preferred
- Excellent working knowledge of Salesforce required

Physical Requirements:

- Ability to communicate orally and in writing with customers, management, and colleagues, both individually and in front of a group is crucial.
- Regular use of the telephone, video conference and e-mail for communication is essential.
- Sitting for extended periods is common.
- Good reasoning ability is required to solve a wide range of business problems.
- Ability to travel within the U.S to tradeshow, perform booth set-up and breakdown, including lifting up to 20 lbs., bending and reaching.

Supervisory Responsibility: NO

Location: Boston, MA

Compensation Package: Competitive salary and benefits package commensurate with experience.



Characteristics of a Brownmed Employee:

- Works hard in teams with a positive desire to improve performance while having fun.
- Receives feedback with an open mind to learn and improve.
- Enjoys challenge and opportunity for discovery in a growing organization.
- Embraces the spirit of community with a desire to make a difference.
- Lives an active, healthy life with a commitment to others.

Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.