



**Position Title: Retail – Account Representative**

**Department: Sales**

**Date: January/2024**

**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 President.

**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.*