Jordano's, Inc.
Job Description

Job Title:	**JFS Account Executive**
Division:	Jordano's FoodService Division
Department:	Sales
DOT Code:	260357014
Supervisor:	Regional Sales Manager
Exempt:	Y
Prepared By:	Human Resources Department
Prepared Date:	05/08/97
Approved By:	Mike Sagraves
Approved Date:	05/08/97

SUMMARY

Assures attainment of the FoodService Division's profits and distribution goals by carrying out duties and responsibilities selling and servicing customers in assigned territory. Products include frozen foods, grocery, dairy, beverages, fresh fish and meat, produce, equipment, chemicals and Italian specialty items. Customers include restaurants, hotels, and institutions (schools, universities, nursing homes, prisons, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Increases sales volume/profits through direct sales efforts that include responsibility for the following activities that make up a sales call:
-Checking inventory to ensure satisfactory inventory build-up;
-Checking the Order Guide to determine potential for increasing previous week's order (inventory versus rate of sales);
-Selling the full line of inventoried product utilizing available sales specialists (e.g., produce, equipment, chemical);
-Offering suggestions for increasing sales of assigned products, such as selling concepts and menu analysis, etc.;
-Accurate processing of orders; and,
-Timely follow-up to questions, problems, and commitments.

Provides constant effort to gain new non-buying accounts, by targeting and regularly calling on such accounts. Assists other Division personnel in identifying, selling, and/or developing new accounts in assigned territories.

Records appropriate sales related information and makes other reports, as necessary.

Communicates to assigned accounts pertinent information including but not limited to prices, special programs, new products, product information, and sales trends.

Communicates to the Regional Sales Manager or General Sales Manager all pertinent information and changes affecting assigned accounts and/or territory.

Maintains a working knowledge of credits, reports credit problems or complaints, prepares before scheduled delivery by knowing what credit procedure and/or policy applies before delivery is made, and calls the Credit Manager for approval when the need for deviation develops from otherwise normal delivery. Actively collects all monies due from customers. Reports collection problems to Regional Sales Manager or General Sales Manager and Credit Department.

Develops a comprehensive understanding and utilization of the Account Executive laptop computer system. Maintains account pricing via the laptop system and the cost plus pricing program. Maintains customer item history to insure proper order guide information.

Participates in all required sales meetings, credit meetings, or any other function deemed necessary by the General Sales Manager. Prepares in advance to allow for active participation in meetings or functions.

Actively participates in sales contests, promotions, food shows, etc.

Provides input and feedback with regard to the selection of products.

Provides emergency delivery service to customers when the need arises.

Prepares territory paperwork and customers to ensure backup support is well prepared and complete in advance of any vacation or leave.

Complies with federal and state safety regulations and with Company safety policies and procedures. Recognizes safety sensitive issues and reports any concerns about housekeeping, safety, or damaged equipment to immediate supervisor or Safety Coordinator.

Performs additional duties as delegated, assigned, or required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 (B. A.) from four-year college or university; or one to two years 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.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions,

percentages, 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.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid driver's license and a driving record consistent with Company established guidelines.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.