



Job Title: Facility Supply Specialist

Status: Full-time (Exempt)

Department: Facilities

Reports To: Chief Sales Officer

Essential Functions:

- Promote Brand Promise and Core Values within the organization.
- Responsible for coaching and personal development of Account Executives.
- Responsible for driving Facility Supply/Janitorial Supply sales and gross margin.
 - Work directly with Account Executives both in the office and in the field
 - Work with the Account Executives to capture new accounts in this product category.
 - Do site surveys with customers to determine their needs.
- Work directly with the CSO to maximize opportunities in the Facility Supply category.
- Work directly with the CSO on a weekly and monthly basis to develop, execute and refine key strategies to drive revenue, improve margins and enhance our overall sales organization.
- Build and maintain relationships with the Sales Directors to help them effectively manage their teams.
- Responsible for training and working with both new hires and existing Account Executives to familiarize them with Innovative FS systems, policies, procedures, resources and personnel.
- Responsible for the training, executing and promoting of the Insider Club Program.
- Develop and execute a plan to maximize personal time in the field, with a special emphasis on driving revenue and gross margin.
- Participate in and help to coordinate trade shows, customer events and vendor fairs.
- May need to assist with customer site installs and any trouble shooting that is needed.
- Accountable for driving sales results and managing a pipeline of opportunities in CRM.
- Submit detailed weekly reports (referred to as the 515) to the CSO on activity, issues and opportunities.
- Work closely with the internal Facilities support team.

Minimal Qualifications:

- Bachelors degree or equivalent preferred
- 3-5 years facility supply industry experience
- Comprehensive knowledge of Facility Supplies/Janitorial Supplies, key manufacturers and competitive environment
- Ability to work both independently and in a collaborative, team environment
- Proven ability to effectively select, train, manage and develop a diverse sales team.
- Ability to manage complex customer relationships and highly-competitive selling environments.



Equal Opportunity Employer

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