



## JOB DESCRIPTION

### ACCOUNT MANAGER TRAINEE

#### OBJECTIVE

The Account Manager Trainee (AMT) will be a 12-month sales training program which will involve on the job learning, professional sales training, and in-class courses to achieve the skills necessary to manage customers and accounts. Upon successful completion of the AMT program, the goal is to be able to assign a specified list of base accounts to the AMT. Using the skills taught, the AMT will be responsible to prospect and grow business, as determined by a sales performance plan, with new and existing accounts.

#### QUALIFICATIONS

##### Education:

- Bachelor's Degree/Diploma in business or a relevant field of study

##### Experience & Skills:

- 1-3 years of customer service/sales/account management experience
- Retail and/or foodservice experience
- Proficient in MS Office
- Strong aptitude with Excel
- Exceptional customer service and communication skills both verbal and written
- Strong relationship building and interpersonal skills
- Results driven
- Detail oriented
- Self-motivated
- Strong presentation skills
- Strong problem-solving skills
- Ability to work independently
- Flexibility in working hours and travel is required
- Knowledge of inventory management ERP software an asset

#### PRINCIPAL RESPONSIBILITIES

- Achieve sales performance plan
- Develop and maintain high level relationships with key customers
- Develop strong proficiency with EarthFresh ERP system

- Work closely with the procurement team and logistics to ensure that customer orders are delivered on-time
- Develop expert knowledge in the potato commodity for retail and/or foodservice
- Communicate with customers on order status, price changes and product discrepancies
- Observe and learn from existing account managers and apply sales practices and strategies for sales growth
- Prospect and acquire new business as per sales performance plan
- Penetrate existing accounts as per sales performance plan
- Represent EarthFresh professionally within the produce industry
- Other duties as required by the Director of Sales