



Thursday August 27<sup>th</sup>, 2015

RE: Account Manager Opening

To: Potential Candidate

Presently our Regina branch is looking to hire a fulltime Account Manager to join our team. Upon review of the duties listed below and should you have interest in applying please forward your resume to Scott Riddell, Regina Branch Manager no later than Friday September the 11<sup>th</sup> to [scottr@shoemakerdrywall.com](mailto:scottr@shoemakerdrywall.com).

I am excited about our long-term plan within the Saskatchewan market and am confident the SDS brand has been recognized as an industry leader within the city of Regina. We look forward to your interest however only suitable candidates will be given an interview.

#### **JOB DUTIES:**

- Sell goods and services to our residential and commercial customer base.
- Make regular sales calls to accounts at their place of business, job sites, and/or various locations.
- Provide customer service and account maintenance initiatives
- Utilizing our pricing structure to quote jobs and day-today business in conjunction with Head Office.
- All pricing to be approved by Scott Riddell.
- Improve margins through existing product lines.
- Introduce new product lines through marketing and sales campaigns.
- Cold call potential new accounts and build new relationships.
- Create yearly sales budgets and forecasts.
- Develop long-term relationships with key customers, vendors, and associates.
- Develop sales strategies and understand company initiatives.
- Identify new business opportunities and act upon leads via inside staff, current customer base, trade associations, etc.
- Ensure sales reports are utilized and monitored.
- Create and participate in regular sales team meetings.
- Contribute and participate in regular customer meetings.
- Complete weekly sales reports.

*Servicing the West for over 40yrs...*



**TERRITORY:**

- Regina and surrounding area.

**EXPECTATIONS**

- Grow the existing customer sales volumes and relationships.
- Grow the territory with new sub-contractor accounts, project opportunities, and retail business where it makes sense.
- Increase profit margins, customer satisfaction, and create a positive impact on our community.

I would like to thank you for your interest in advance and look forward to discussing this opportunity with you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Holunga', with a long horizontal flourish extending to the right.

Greg Holunga, CIM

VP Sales

SDS