



**RECTOR COMMUNICATIONS, INC.
SALES DEPARTMENT**

ACCOUNT SOLUTIONS MANAGER

- Primary Responsibility:** Assist Rector Communications in day to day operations of calling on organization accounts, following up with existing orders, and maintaining communication lines of current clients. Activities may be as simple as filling orders or as demanding as finding an obscure or discontinued product. The position entails a constant communication between potential accounts, current accounts, and RectorCom team members. Time management, problem solving, and organization skills will be beneficial in day-to-day operations.
- Specific Responsibilities:** Research potential clients, their organization's needs, develop a communication strategy, and call on nation-wide promoting RectorCom's apparel, promotional, and media products.
- Serve as a customer service representative offering ideas, finding and filling marketing needs, build pricing strategy, and importantly assisting in the browsing/buying portion of a sale.
- Hire and manage a collegiate sales force.
- Build and maintain effective communication database to share RectorCom marketing materials, innovative products, and ideas.
- Assemble and provide information on clients and collegiate trends to RectorCom team members.
- Assist in solving client and RectorCom team's marketing problems, answer questions, and help them through the buying process.
- Reports To:** Chief Executive Operator
- Qualifications:** Community involvement, experience in sales, basic accounting, management, and knowledge of marketing



concepts. Graphic design and web development ability is recommended but not required.

Skills/Traits:

Knowledge of trends and styles of current collegiate students, strong written and verbal communications skills, ability to coordinate several projects simultaneously, organized, attentive to detail, a high level of creativity, and a strong work ethic.

Expectations:

Each employee is accountable for a net sales mark that must be obtained each month. Each Accountant Exec. is required to make a minimum of 5 sales calls each week, participate in a weekly phone conference with supervisor, offer product ideas and opportunities to current clients, research potential clients, understand all apparel and promotional processes, attend conferences and shows, assist the team in fulfilling and managing large orders; sign off on all purchase orders, artwork and invoices, report all potential issues and problems to supervisor.

Compensation:

Compensation is based on commission and bonuses are available for performance and exceptional work.

Commission at 50% of net profit for all existing clients' orders.

\$100 bonus for orders that exceeds 2,500 pieces.

Other bonuses maybe awarded for monthly performance and accomplishments.

\$100 monthly media and travel stipend.

\$250 per quarter expense account.