

**JOB/SELECTION DESCRIPTION**

**POSITION TITLE:** Area Sales Manager **JOB #:** 110102  
**SUPERVISOR TITLE:** Director of Sales **COST CENTER:**  
**DEPARTMENT:** CPG **JOB GRADE:**  
**STATUS:** EXEMPT **DATE WRITTEN/REVISED:** 06/2006

**BASIC FUNCTION**

Achieve unit and revenue sales objective in all respective categories including dealers, major account and government sales in conjunction with dealer sales.

**TERRITORY**

**ESSENTIAL DUTIES**

Assist dealers in developing sales programs and business plans, training of new sales representatives, demonstration of Muratec products, and sales calls. • Maintain a frequent personal Dealer visitation schedule and a high level of communication with all pertinent dealer personnel including Principals, Sales, Service and Purchasing Managers and Sales Representatives. • Continually monitor performance of all assigned market areas and take necessary steps, with Director approval, to maintain or obtain maximum performance from each market area. • Recruit new dealers as required by management's plan. • Promote Muratec products and programs in a manner consistent with the goals and ethics of Muratec and its management. • Aid the Muratec credit department in obtaining financial information required from the dealers and in resolving outstanding credit issues. • Maintain dealer territory integrity and resolve territory disputes with the assistance of the Director. • Submit sales reports, forecasts, and expense reports as requested and on a timely basis. • Abide by Muratec policies for travel, entertainment, use of company credit cards, and use of other company resources. • Continue personal development in sales, sales management, Muratec products, and competitive products. • Maintain daily communication with Director including required voice mail and call reporting. • In all situations, represent Muratec to customers, employees, vendors, and other business associates in a positive manner and within company guidelines.

**Output/Frequency/Duration**

Expected to meet monthly quota.

**WORKING CONDITIONS**

Ability to travel and be away from home as much as one week at a time. • Travel up to 75% of time. Able to work from home in a home office.

**QUALIFICATIONS**

**Education/Experience**

College degree preferred • Minimum of 3 years of proven successful sales experience in the office automation industry. • 2 years multifunction, copier, facsimile and/or related network connected hardware device sales or support experience preferred.

**Skill/Knowledge Requirements**

Excellent communication, time management, sales, and negotiation skills.

**Physical Requirements**

Capable of lifting and moving demo equipment up to 60 lbs.

**Mental Requirements**

Must have good attitude, high energy and persistence with team player mindset. • Able to handle occasional rejection.

**Special Characteristics or Licenses**

Must have a valid State drivers' license, good driving record, and be willing to use personal transportation for company business.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

This is to acknowledge that I have read or been informed and understand the job/selection description for the position of Area Sales Manager. To the best of my knowledge, I have the qualifications and capabilities to perform the essential functions of this position. I would like to be considered as an applicant.

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APPLICANT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE