



# Quality Brand Printing

12120 Route 30, Norwin Towne Square

Irwin, PA 15642

724-864-1731 FAX: 724-864-0739

## *Job Description*

### *Account Development (ADR)*

**Job Overview:** The account development person is responsible for the lead generation sales activities.

**Authority:** The position reports to the general manager and/or outside sales

- Responsibilities:**
- A. The account development person is responsible for lead generation.
    - Use the company prospecting system to identify appropriate prospects, conduct initial contact and followup activities, and secure initial sales appointments.
    - Maintain the company's prospecting list.
    - Effectively present and discuss products and services of the company.
    - Manage telephone calls and e-mail communications professionally, efficiently and with good communication skills.
  
  - B. The account development is responsible for communicating with others.
    - Attend the morning meeting
    - Communicate effectively with the general manager.
    - Prepare and archive all activity reports and sales call logs.
    - Maintain accurate call logs including date and time of all customer calls.
    - Support strategic sales plan and marketing strategies outlined by the sales manager and facilitate joint marketing calls when required.
  
  - C. The account development person is responsible for following company policies and procedures.
    - Comply with all OSHA safety requirements.
    - Follow systems and procedures outlined in company manuals.
    - Participate as a team member by supporting operations as required.



**Working  
Conditions:**

The account development person's working environment includes

- Standing for periods of time
- Lifting of objects up to 50 lbs.
- Work area with fluorescent lighting and air conditioning
- Noise level that at times may be moderate to loud
- Exposure to ink and chemical fumes and airborne particles such as paper dust
- Exposure to inclement weather and traffic
- Fast-paced environment, subject to schedule and priority changes and short-notice activity

**Other Duties:**

The account development person may be assigned other duties as they become necessary and may be asked to assist with other functions that may be necessary to accomplish the company's goals.

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Production Manager:	Date:

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