

Chair Covers & Linens, Inc.

Job Title: Territory Sales Manager
Reports To: Executive Team
Department: Sales
FLSA Status: Exempt
Date: January 5, 2010

Company Introduction: Chair Covers & Linens is an American success story! Our company was founded by a team of event professionals dedicated to providing affordable and elegant chair covers to anyone who wanted to make their event extraordinary. The primary focus, then and now, remains how to help our customers transform an ordinary room into something magical without spending a fortune.

Today, we are leaders in our industry. Our team of award winning staff is dedicated to turning our clients' dreams into reality. Our creativity is backed by our extensive national presence that enables us to execute hundreds of events nationwide each week.

Job Summary: Engages in sales strategies to meet and exceed assigned goals, aggressively identifies, pursues, and maintains new accounts, while maintaining the existing client base. Represents the organization in industry related events and within the event industry.

Essential Functions, Duties and Responsibilities:

- Actively seeks additional business from both existing and new clients from aggressive outside sales calls, utilizing the organization's CRM to filter out potential clients, quotes and cold calls.
- Networks and holds meetings with hotels, caterers, florists, and various associations to generate sales.
- Actively participates in industry associations (NACE, ISES, etc).
- Utilizes accelerated computer skills to create presentations, spreadsheets, and business plans to manage the assigned territory and to fully execute tasks within company software programs.
- Assists with client consultations and appointments.
- Meets regularly with all top accounts and slipping accounts in person.
- Keeps clients apprised of new products, services, and marketing developments.
- Coordinates project timing and budgets with all relevant personnel.
- Communicates with the Executive Team on issues relevant to clients, the industry and the market developments in the assigned territory.
- Co-ordinates with the Executive Team on ideas relevant to business development needs such as electronic communications, website, follow-up tools and company standards.
- Manages and co-ordinates the local logistics team and assists when necessary.
- Assists with the orders of high level corporate and social clients.
- Participates in bridal and event planning shows.

- Must be thoroughly familiar with the organization's product line. Adhere to all quality standards.
- Comply with company policies and procedures as outlined in the employee handbook and memos, and state and federal safety policies, procedures, guidelines and laws.
- Maintain good communications in the department and throughout the organization.
- Other duties and responsibilities as assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with the following: training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be a proven self motivator, with self-guided disciplines. Must have the ability to work with little to no supervision, along with the ability to work within a team environment. Must possess accelerated computer skills.

Education and/or Experience: Associates or Bachelor's Degree preferred. Must have proven sales and performance experience. Experience within the event industry preferred.

Language Skills: Ability to hear, speak and understand the spoken word in order to respond promptly when assistance is needed, to accommodate verbal requests from clients/employees, to answer telephones, and to be able to communicate effectively with the organization's employees.

Ability to read, write, analyze, interpret, and understand the English language with sufficient proficiency in order to read and understand instructions for operating electronic equipment and tools, company handbooks, policies and procedures and other written job-related documents.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent. Calculate figures and amounts such as discounts, gross margins and be able to apply concepts of basic algebra and geometry to business situations and reports.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands and Required Tasks: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to either sit or stand. The employee frequently is required to use hand to finger, handle, or feel objects, tools, or controls and climb or balance. The employee is frequently required to walk.

The employee must frequently lift and/or move up to 60 pounds with the ability to move large boxes. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must possess the ability to work in extreme cold, wet, humid, or hot conditions.

The primary environment is in an office setting. When in the warehouse, the employee is exposed to loud noises and may work near moving mechanical parts.

Please note: Chair Covers & Linens, Inc. reserves the right to change, alter or modify this policy at any time and without advance notice to the employee.

I did receive a copy and have read this job description. I understand the expectations of this position.

Employee Signature

Printed Name

Date

H.R. Manager

Printed Name

Date

