



Account Manager – Foodservice



POSITION TITLE:	ACCOUNT MANAGER – Foodservice
BASED:	Motueka
REPORTS TO:	National Sales Manager / Directors
DIRECT REPORTS:	None
OVERALL PURPOSE:	To maintain and grow sales of the Talley's products within the New Zealand Foodservice market.

	KEY ACCOUNTABILITIES
SALES	<p>Maintain and grow the sales revenue of Talley's products including our Seafood, Vegetable, Potato and Ice Cream ranges, within the New Zealand market</p> <p>Work proactively with the other Talley's Sales Representatives to support/direct them in their sales within allocated regions</p> <p>Complete administration to support the sales process. This includes receiving and entering orders, completing any required documentation and maintaining Talley's Group terms of trade</p> <p>Liaise with production, cool store and freight to ensure orders are fulfilled and shipped by the required timeframe and supplied on the correct terms and to the correct specification</p> <p>Work collaboratively with the wider Talley's sales team to co-ordinate the best utilisations of available stocks that benefits the company as a whole</p>
ACCOUNT MANAGEMENT	<p>Build and maintain effective relationships with customers within the market whilst maintaining a regular contact schedule, and proactively seeking to provide excellent service</p> <p>Keep customers updated with information on stock, pricing, availability and extensions to the product range and/or new products. This includes feeding back new product development ideas to the business as they become apparent with your interactions with customers, and assisting with the development of those products.</p>

	Deal professionally with any customer and internal complaints while at all times championing the company position, and ensuring that complaints are rectified As the applicant develops, it is anticipated that the successful applicant may also assist the National Manager with key New Zealand retail accounts.
BUSINESS DEVELOPMENT	Seek new leads and source new opportunities from existing relationships. Identify business opportunities with new customers and proactively manage opportunities to turn into sales.
REPORTING	Analyse sales data to monitor own performance and identify trends, assist with forecasting and produce the required monthly sales reports for National Sales Manager.
OTHER	Undertake other projects/initiatives as required to support the Talley's team.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

Experience:	Previous experience in sales and/or account management and preferably in the Foodservice or FMCG sector. Tertiary sales and marketing education preferred but not essential
Behaviours:	<ul style="list-style-type: none"> • A professional approach • Drive and determination to achieve sales/results • Ability to make sound commercial decisions in fast paced environment • Ability to work autonomously but also contribute and share within a team environment • Strong communication skills – written and verbal • Proven relationship building skills – speaking to people from all levels of business • Resilience - Ability to successfully cope with adversity • Positive attitude - keen to learn and drive good behaviours • High attention to detail • Sound numerical skills
Additional:	Frequent travel throughout New Zealand required Full time role