Major Accounts. Great Brands.

Take your career somewhere truly exciting.

National Account Manager Position Description

**Job purpose**

To be responsible for developing and managing customer relationships with a varied group of accounts in channels ranging from mass merchants, distributors and the discount channel. The role is also responsible for setting the accounts’ overall strategic direction.

**Key duties/responsibilities of Account manager:**

* Build and maintain strong efficient working relationships with clients
* Develop good working relationships with all key personnel at Kodak
* Drive sales to achieve maximum profitability against monthly & annual sales targets
* Implement long-term strategy as well as short-term tactical business plans to optimise sales performance
* Identify and maximise new sales opportunities with existing and potential accounts
* Exploring new business opportunities as directed by National Sales Manager
* Possess drive, motivation and acute attention to detail in ensuring all sales opportunities to UCC are captured and explored
* Ensure all Trading Terms are current and contract compliance is adhered to by the account
* Preparation and negotiation of promotional programs
* Management of forecasting and budgets
* Management of co-op funds, catalogue spend/scan down deals and return on investment analysis
* Upkeep of price lists
* Presentation of annual range reviews to your accounts
* Guide and influence the performance of the external merchandising teams by providing efficient and easily executable sales plans
* Analysis of sales data to spot trends and leverage new opportunities for national growth within accounts
* Work with other account managers to ensure all accounts are getting a uniformed and excellent level of service
* Liaising with Office and Warehouse on orders where necessary
* Forecast extra stock requirements
* Responding to both external and internal requests/emails/phone calls etc. in a timely manner
* Meeting with accounts on a regular basis
* Keeping abreast of activity & pricing in the Australian market across all categories that UCC take part in

**Overall Account portfolio**

**(\* Immediate direct responsibility)**

* **\***Officeworks
* **\***Kmart
* \*The Reject Shop
* \*Cheap As Chips (SA Account)
* \*Rite Price (SA Account)
* \*NQR
* **\***Australian Photo Supplies
* **\***C-Direct

**New Business Opportunities**

* Target
* The Good Guys
* JB Hi Fi
* 7-Eleven

**Categories Including (but not limited to)**

* Wicked Audio
* Kodak Inkjet Paper
* Kodak Recordable Media
* Kodak Batteries
* Kodak Copy Paper
* Kodak Digital Paper
* Kodak Film & OTUC
* Royal Moroccan
* Denim
* Health & Beauty Parallel imports
* Griffins Biscuits
* ConAgra Foods

**Skills, Knowledge & Experience required**

* Ability to understand and apply market intelligence to sales strategy
* Relationship building skills
* Proven success in your sales ability and demonstrable full knowledge of the sales process
* Confident negotiator and ability to “close the deal”
* Strong client management skills and ability to keep promises
* Capable of hands on problem-solving, with ability to generate ideas and solutions
* A positive and determined approach to researching and analysing new business opportunities
* Ability to use own initiative and pay close attention to detail
* Ability to cope with competing demands and to prioritise tasks
* Strong communication skills in all forms including, written, oral, email telephone and presentation
* Excellent organisational and time management stills
* A positive attitude to dealing with people
* Capable of working independently and having responsibility as an individual
* A sound understanding of grocery, mass, consumer electronics & pharmacy channels within FMCG
* Business related computer skills including Microsoft Office
* National Account Management experience in looking after Mass and Grocery accounts for FMCG products
* An interest in Marketing/Brand Management would be seen as highly valued & beneficial

**This position reports to Joanne Foran, National Sales & Business Development Manager and is based at UCC’s Sales Office in Box Hill Victoria 3128.**