



Job Description

Position Account Manager

Reports to General Manager

Overview

The position's primary responsibility is to improve Bidfresh's market share and sales within a defined area by adhering to the following key responsibilities.

Key Responsibilities

- Achieve monthly sales budgets
- Have a regular plan for cold calling
- Regularly update sales and marketing information to customers, including new product information
- Attend sales meetings
- Ensure all new customers have a current completed credit application form on file
- Ensure all pricing quoted to customers is within authorised limits
- Ensure all related paperwork in your sales area is up to date
- Be competent to use the Real-time computer system and BidIQ for reports and inputting orders
- Maintain and manage all service aspects in your sales area to ensure your customer receive a high level of customer service
- Be available for training courses and sales conferences which may be held over weekends

General Responsibilities

- Follow all company policies
- Assist other staff with other sundry duties as directed by your manager.
- Maintain a high standard of dress and grooming so as to represent a professional company image to visitors.

Health and Safety

Under the Health and Safety at Work Act 2015 you are obliged to:

- Take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do.

- Follow reasonable health and safety instructions given by anyone at Bidfood, as far as you are reasonably able to.
- Cooperate with any reasonable Bidfood business policy or procedure relating to the workplace's health and safety.
- Ensure that all accidents, injuries near misses or hazards that occur at work or that affect your work are reported as soon as possible to your Supervisor/Manager or branch Health and Safety Coordinator.

Food Safety

- Bidfood has a HACCP based Food Control Plan (FCP), developed to meet the legal requirements of the Food Act 2014 and other Food Safety requirements
- You are responsible for following Bidfood's Food Safety requirements under the FCP. Please see the branch Food Safety coordinator for a copy of the FCP.
- You must immediately report irregularities or non-conformances using the standard operating procedure defined in the FCP.

Key Performance Indicators

- To achieve sales budgets and G.P targets
- Grow customer base within designated area
- Increase product range sold into each customer (i.e. Lines per invoice).
- Compliance with Food safety requirements where applicable
- Perceptions of teamwork by other staff with functional relationships
- Contribution to achievement of goals within overall operations group and company