



Job Description

Position: Account Manager

Reports to: Sales Manager

Company Vision

"We will be the very best foodservice distributor by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community"

Overview

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

Responsibilities and Duties

- Achieve monthly sales budgets
- Complete a program of customer visits as defined by the Sales Manager and provide reports as required
- Have a regular plan for cold calling
- Regularly update sales and marketing information to customers, including new product information
- Attend sales meetings when required
- Assist with the collection of accounts receivable when required
- 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 Realtime computer system 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

- Follow all company policies including those related to Food Safety and Health & Safety
- 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 & 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

I accept this position and its accountabilities and I agree to use the systems to meet the standards and to produce the stated outcome.

Name: _____

Signature: _____

Date signed: _____