



## CAREER INFORMATION POSTING BULLETIN

Position Title:	
Requisition No.:	Posting Date:
Salary Grade: 62	Application Due Date:
Salary Range:	Group/Division:
Reports To:	Location:
Recruiter Name:	Recruiter Phone Number:

### Qualifications Required:

- A four-year college degree preferably in Sales/Marketing or Business Administration
- At a minimum, 5 -7 years of successful sales or marketing experience

### Responsibilities:

- Primary responsibility for working with the Global Account Managers and Commercial Account Managers to introduce and sell Professional Services, including Document Lifecycle Management and Business Support Services, to current Ricoh customers.
- Additional responsibility is the "hunting" of new accounts to offer the Document Management and Business Support Services type of sale. Obtain a number of new accounts per quarter
- Work with Region Director or Manager to monitor and ensure implementation of individual account growth plans
- Follow--Up with customer on all important/critical jobs.
- Ensure that all customer concerns are addressed within one hour
- Participate in monthly customer management meetings to surface and address customer issues.
- Participate in customer executive briefings
- Attends training and/or workshops to increase product knowledge and capability.
- Follows up on delivery, installation and customer training
- Receives general direction.
- Independently determines and develops approach to solutions.
- Sales work is reviewed periodically during the sales/solution process and at major milestones for compliance and alignment with policy and established processes and organizational requirements.
- Solid understanding of account management process.
- Solid understanding of company products and programs.
- Solid command of effective presentation skills.
- Solid demonstration of effective communication skills.
- Solid understanding of importance and effectiveness of good customer relations.
- Solid selling skills, including major account management and selling.
- Solid understanding of organizational awareness
- Solid analytical skills
- Solid command of planning/organization and utilization skills
- Solid interpersonal skills
- Solid teamwork skills.
- Solid command in application of initiative

### Additional Responsibilities:

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The information above is intended to describe the general nature of the work being performed by each incumbent assigned to this position. This job description/job posting is not designed to be an exhaustive list of all responsibilities, duties, and skills required of each incumbent.