

Wixon, Inc.  
Job Description

## Job Title: Regional Sales Manager

**Department:** Sales - Industrial Ingredients  
**Reports to:** Director of National Sales

**Classification:** Exempt  
**Job Code:** 04C257RSM  
**Created/last revised:** 1/4/2012 7:40 AM

### Job Summary:

Responsible for the sales management and growth of the company in a specific region of the country.

### Essential Functions:

1. Sales and administrative management of a specific region of the country.
2. Directs management of key account relationships.
3. Assists in the development and implementation of the strategic plan for the region.
4. Development of internal company relationships between customer service, research and development, sales, accounting and senior management.
5. Continual identification of new business opportunities within the region and across the country.
6. Responsible for continuously developing a team environment with other sales personnel, customer service, materials planning, logistics, accounting, research and development and senior management.
7. Maintains a strong and understanding relationship with the IS group to ensure adequate training and development in the computer applications and communications software being utilized.
8. Continuous review and recommendation of new opportunities within the scope of the company's objectives.
9. Gathers new prospect company information and/or new project information to submit for executive approval via filter.
10. Applies an understanding of the sample request process for off the shelf samples as well as duplications and research and development projects (WAR process).
11. Provides price quotes to customers.
12. Outlines the new and revised product process across all departments involved with issuing a new or revised packaging.
13. Applies an understanding of the steps in handling quality complaints, both external and internal and the responsibilities for each step.
14. Provides guidelines which will efficiently plan the production scheduling and to effectively meet the ship date promised to customer.
15. Applies an understanding of the return procedure including the process of recording customer information.
16. Applies an understanding of the procedures and documents used to record pertinent information for consumer packaged goods used to write product specifications.
17. Submits weekly reports on pertinent sales activities.
18. Submits weekly prioritization of open wars.
19. Keeps account lists up to date with the Executive Vice President.
20. Submits filters for prospective new called on customers.
21. Submits weekly itineraries for customer visits.
22. Keeps ACT information updated on a daily/weekly basis.
23. Understands the Company's strategic plan and directs efforts in exceeding it.

### Additional Responsibilities:

Perform other tasks and responsibilities as assigned.

### Qualifications:

Bachelor's degree in Liberal Arts or Business Administration required or a minimum five years experience in sales and three years territory management experience. Good understanding of the technical issues and market fundamentals that affect supply and demand. Excellent oral and written communication skills

### Quality:

Must possess, demonstrate and follow all instructions, procedures and guidelines set forth in all applicable Wixon/ISO/department policies to assure continued quality product is produced.

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**Physical Demands:**

This position requires travel.

**Working Conditions:**

Normal front office environment with occasional exposure to hazards of an industrial environment including noise, dust, hazardous materials, machinery and lift equipment.

**Company Policy:**

Must follow company policies as outlined in quality and safety procedures and the Wixon, Inc. employee handbook.