

SCHEDULE 'B' TO EMPLOYMENT AGREEMENT

ACCOUNT MANAGER

DEPARTMENT: Sales

REPORTS TO: Senior Manager – Residential and Light Commercial

LOCATION: Wellington

KEY RELATIONSHIPS: Marketing Team, Internal Sales, Credit Department, Dealers and their representatives, Preferred trade and trade representatives

PURPOSE OF POSITION:

The role of the Account Manager is to deliver Daikin New Zealand's business objectives and targets through effective sales management of our domestic product group through the existing and new dealer network.

KEY RESPONSIBILITIES:

- Set, execute and monitor sales activities by product, channel and customer in accordance with agreed business plans, to meet revenue and sales targets
- Identify sales opportunities and develop plans to target sales potential
- Assess customers needs and explain/demonstrate products to them which may involve technical descriptions of products and describing the purpose for which they maybe used
- Carry out formal presentations of products using training aids, attend to promotional marketing and organise product displays
- Develop and maintain rapport/relationships built on trust, respect and credibility
- Review sales history via sales success system
- Allow for effective selling while allowing time for project maintenance and administrative tasks and reporting
- Responsible to determine and plan the appropriate number of sales visits per day/month
- Report to Senior Manager - Residential and Light Commercial on current sales and provide feedback on marketing of new and existing products.
- Completion of the platform analysis on a monthly basis to be submitted to the Senior Manager- Residential and Light Commercial
- Completion of written reports when requested by Senior Manager - Residential and Light Commercial
- Completion of all cash and visa expense claims and per Daikin New Zealand's policy
- Processing of ARA's within authorisation limits

- Updating and maintaining CMS as required
- Liaise with Credit department on all accounts over 90 days.
- Responsible for adherence to company policies, quality management processes and objectives and OH&S requirements

MAINTAIN A STRONG COMMITMENT, UNDERSTANDING AND AWARENESS OF:

- The environment duty of care
- The Company's Environmental Policy and Procedures, and the environment duty of care
- Environmental programs and procedures that relate to the specific area of work.
- Responsible for adherence to company policies, quality management process and objectives and WH&S requirements.

Ensure all environmental activities are carried out to meet the stated objectives and policy. These include recycling of all materials such as paper, cardboard and printer cartridges to reduce the level of generated waste, conserving water and energy usage and comply with all legal requirements.

KEY COMPETENCIES:

TECHNICAL COMPETENCIES

- Demonstrated project management skills
- Commercial acumen

NON-TECHNICAL COMPETENCIES

- Sales results focused
- Attention to detail
- Ability to participate in high levels of management discussions both internal and externally
- Ability to gain respect and confidence of staff
- Ability to cope with conflict and work pressures
- Ability to maintain confidentiality
- Motivational fits

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

- Previous experience in an FMCG environment within a sales environment
- Relevant Industry knowledge/exposure
- Trade qualification in Air-conditioning and refrigeration
- Tertiary business qualifications

DESIRABLE

- Bilingual – English & Japanese

I have read the above position description and understand this only provides a snapshot of the requirements and that I am expected to complete all reasonable requests in line with this position

Name: _____

Signature: _____

Date: _____