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|  | Moving Supplies Bay Area4135 Pestana Place, Fremont CA 94538Ph: (510)754-1349 Fax: (510)498-4305 Email: movingsuppliesbayarea@gmail.com |

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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received By (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALES POSITION, ACCOUNT EXECUTIVE

* Represent Ishaan Enterprise, Inc as an outside sales/service person.
* Call on prospective new accounts.
* Service all acquired accounts.
* Turn in call sheets and gas mileage weekly.
* Coordinate with management and customer service on customer inquiries.
* Research new item requests with customer service personnel.
* Pass out brochures along with credit applications and resale certificate forms to potential new accounts.
* Participate in company, vendor and any other meetings initiated by management.
* Assist in collection of any overdue accounts by coordinating with accounting (this can be going to a customer’s location and picking up a check or advising of a problem with account from information provided).
* Notifying management of any anticipated time off so accounts can be covered during the absence.
* Open territory for sales compensation arrangement within the delivery area.
* Commission to be paid the following month for previous month’s gross profit on sales of acquired accounts. Commission will be paid on the 1st paycheck following the 5th of the month.
* If an account has not paid with 60 days, the commission earned will be deducted. If account pays after the commission was deducted, it will be added to the next commission check.