



DISTRIBUTION ACCOUNT REPRESENTATIVE



Date: 2018

Location: Elgin, IL USA

Department: Distribution

Job type: Full-time, Salary

Company Overview

Newhaven Display is a leading global display company that produces electronic display products for a wide variety of markets and applications. Our products include cutting edge LCD, VFD and OLED technologies.

Benefits

At Newhaven Display, you are empowered to create a career that will take you to where you want to go. Here, you'll enjoy the freedom to explore new projects, the support to think outside the box and the advanced tools and technology that foster innovation and achievement. We offer an excellent working environment, salary and benefits package including vacation pay, medical, profit-sharing and advancement opportunities within the company.

About the Job

Newhaven Display is seeking a full-time Distribution Account Representative to work at our Elgin, IL headquarters. This position is for a self-starter, willing to contribute as a team player within the Distribution sales and product marketing sector of the company.

Responsibilities

• **Distribution Support**

- Provide regular product support and follow up to key Distributors.
- Maintain online product content on authorized distribution web sites.
- Responsible for developing key distributors as well as continuous performance evaluation.
- Coordinate new business opportunities with Distribution territory sales Reps and engineering departments.
- Provide product training and marketing materials for new product releases to distributors.
- Create monthly market and forecast reports on account sales and new product activity.
- Assist with managing distribution stock levels, stock rotations, etc.
- Maintain distribution registrations and create monthly reports.
- Assist with overflow of incoming sales calls, confirm and coordinate shipping instructions.

• **Pricing/Quotes**

- Provide price quotations by phone or email on stocked items and log into database. Create summary reports on quote success ratio.
- Assist with price books for Distribution.

• **Product Trends and Research**

- Research specific product market trends within assigned Distributors and their competitors.
- Provide input and support data on new product offerings and coordinate with Distribution, Marketing & Engineering Departments.

• **Travel**

- Plan for light domestic travel to assigned Distributors to improve relations, sales and support activity.
- Assist with annual booth and trade show events.

Requirements

- Associate Degree or higher.
- Minimum 1 year of related experience.
- Strong verbal and writing skills, self-starter and results oriented individual is a must.
- Detailed and organizational skills, capable of completing tasks with limited supervision.
- Experience with MS Word, Excel and PowerPoint is a must.
- Experience working face to face and directly with customers via phone or email to resolve issues.
- Experience with LCD, VFD, OLED or TFT display technologies is a plus.