

THE MONARCH CEMENT COMPANY
Job Description
District Account Representative

REPORTS TO: Vice President of Sales

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of the position and are not intended to be all inclusive.

JOB SUMMARY (This is a Full-Time Exempt Position)

The District Account Representative is the front-line liaison with customers, potential customers, and other individuals and companies in the industries we serve in their assigned territories.

ESSENTIAL FUNCTIONS - RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works closely with District Account Executive to gain territory specific knowledge.
- Develop and maintain effective relationships with ready-mix and concrete products manufacturers, dealers, and contractors in assigned territories. Attend industry and entertainment events with customers on a frequent basis. Conduct in-person customer visits regularly.
- Utilize relationships to develop accurate market intelligence in assigned territories and beyond. Communicate opportunities and competitive conditions with key stakeholders within the Company.
- Expedite the resolution of customer problems or complaints to maximize satisfaction.
- Become a subject matter expert in all types of cement produced by the Company, as well as ready-mixed concrete and concrete products industries. Intelligently and logically articulate the benefits of the Company's products. Obtain and maintain ACI Field 1 certification.
- Promote the Company's products to DOT's, City/County Engineers, Public Works, Consultants, and Geo-techs in assigned territories.
- Assist with accounts receivable, when necessary, in assigned territory.
- Participate in local, state, and national trade associations and professional groups.
- Prepare and submit timely and accurate reports, such as First Call Reports, sales projections, call logs, route schedules, and expenses.
- Promote The Monarch Cement Company to the community.
- All other duties as assigned.

District Account Representative territories may be adjusted from time to time based on workload needs.

COMPETENCIES

- Outgoing, knowledgeable, and confident individual with sound judgement
- Excellent English verbal and written communication skills
- Sense of urgency in responding to customer or Company requests
- Ability to identify, influence, and persuade decision-makers
- Extensive technical knowledge on cement, concrete, and concrete products
- Intermediate computer skills
- Customer focus
- Ethical conduct
- Personal effectiveness / credibility

EDUCATION AND EXPERIENCE REQUIRED

Required Education and Experience:

Education is to be based on requirements that are job-related and consistent with the needs for this position.

- Bachelor's degree required, with preference given to business or science-related degrees.
- At least 5 years of experience in cement, concrete, heavy construction or building materials industries.

Additional Eligibility Qualifications:

- Valid State-Issued Driver's License with a satisfactory driving record per the company policy.
- Own or lease dependable transportation for company business. Will be reimbursed mileage on an expense account.
- Ability to travel with frequent overnight travel required.
- Proficiency in a variety of computer software applications, especially Microsoft Outlook, Word, Excel and PowerPoint, in addition to learning SAP, Concur, and UKG Pro.
- Attention to detail in composing, typing and proofing sales and presentation materials; establishing priorities; and meeting deadlines.
- Excellent telephone, oral, and email communication skills.
- Ability to maintain a high level of confidentiality. The protection of our customer's and the Company's data and proprietary information is of the utmost importance.
- Must reside in assigned territory and be willing to relocate to new assigned territory if necessary.

AA/EEO Statement:

As a federal subcontractor, the Company shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a); and 29 CFR Part 471, Appendix A to Subpart A incorporate herein reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other protected class covered under federal or state law. The regulations also protect applicants and employees from discrimination for inquiring about, disclosing or discussing pay information. Moreover, if applicable, these regulations require covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PHYSICAL DEMANDS

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment: While performing the duties of this job, the employee will work in both climate-controlled (indoors, offices, hotels, vehicles, etc.) and uncontrolled (outdoors) locations. When working outdoors, the employee will be required to dress appropriately for the environmental conditions. The employee is required to travel by passenger vehicle, with occasional air travel. The employee is required to frequently spend the night in hotels away from home. The employee will be based out of an office in their home.

Physical Exertion:

This position requires a LIGHT level of physical exertion, which would include:

Exert up to 50 pounds of force rarely, and/or up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move or manipulate objects.
(Refer to Essential Duties / Physical Requirements Checklist for more information).

Position Type / Expected Hours of Work:

This is a full-time exempt position. In addition to normal Monday through Friday work hours, this position will require some evening and weekend work commitments.

Travel:

It is expected that this position will require frequent overnight travel with the employee away from home 2 to 4 nights per week.

This job description has been approved by management.