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| **Job title** | Sales Manager – Pine Bluff | **Department** | Sales  |
| **Report to** | V.P. Sales & Development | **FLSA** | Exempt |

**Job purpose**

Position is responsible to responsible for building and maintaining strong long-term relationships with clients.  Increase revenue by generating new business in the Kraft bag / sack and Kraft industrial applications (e.g. wrapping, laminating, extrusion and mailer) and leads.

**Duties and responsibilities**

 Key responsibilities include, but are not limited to the following:

* Aggressively and urgently drive and hunt for new customers in Bag/Sack and Industrial/Specialty applications within Pine Bluff’s current capabilities.
* Manage a set of existing customers for Pine Bluff grades
* Maximize the mix by identifying customer and grade targets for the Pine Bluff Mill.
* Manage, set and quote pricing to customers for Pine Bluff Grades
* Develop and hit sales goals for month, quarter, and year (margin and tons).
* Develop relationships with Top Executives and at all levels with existing and new accounts.
* Meet face to face regularly with new accounts and existing accounts.
* Work with Customer Service, Mill, Business Development, Marketing to help drive new customer onboarding, customer prioritization, order management adherence.
* Forecast new and existing business with feedback from customers.
* Maintain current knowledge of market conditions, business trends and industry developments
* All other duties as assigned.

**Qualifications**

* Bachelor’s degree preferred.
* Minimum 10 years of direct sales experience in the paper, Kraft and Multi-wall industry is preferred.
* Excellent computer skills to include Microsoft Word, Excel.
* Excellent organizational, communication and presentations skills.
* Must be willing to travel 50%-70% of the time.

**Working conditions**

* The work is in a remote office environment, dealing interacting with customers and attending meetings.

**Physical requirements**

* Prolonged sitting at a desk and working on a computer, Making phone calls
* Must be able to lift up to 15 pounds at times

**Direct reports**

None

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| **Approved by:** | Tony Rigelman |
| **Date approved:** |  |
| **Reviewed:** | 8/29/2022 |

**DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.**