



Twist Office Products Job Description

Job Title: Account Executive
Department: Sales
Reports To: Vice President of Sales
FLSA Status: Exempt
Location: Roseville, MN or Wood Dale, IL

SUMMARY

Twist Office Products is primarily a B2B (Business to Business) distributor of a broad range of business products including office, janitorial, break room, industrial supplies, office furniture and informational technology. Twist Office Products is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex, national origin, disability, or protected veteran status.

This sales position is for an individual who enjoys the challenge of creating new sales and managing communication of an existing portfolio of clients.

KEY RESPONSIBILITIES

- Attain sales goal for assigned territory – this includes growing existing portfolio and obtaining new customers.
- Market Twist's various account programs.
- Maintain strong customer relationships.
- Maintain product knowledge and presentation skills.
- Utilize software for account management and business reviews.
- Promote and convert customers to online ordering.
- Other tasks as assigned.

QUALIFICATIONS

- You have a strong professional work ethic & communication skills – oral and written.
- You like to sell business to business.
- You value creating strong customer relationships.
- You can organize your day to optimize selling time.
- You like to hone your selling skills and learn about new products.
- You are a reliable driver & have proof of car insurance and a valid driver's license.

EDUCATION and/or EXPERIENCE

- Sales experience in any industry.
- Bachelor's degree preferred but not required with 3+ years of sales experience.
- Computer experience: Microsoft Office Word, Excel, Outlook, Internet Searches

WE PROVIDE

- A full training program on product information, selling skills and closing techniques.
- Excellent sales support from manager.
- A team of Customer Service professionals to offer customer support.

JOB PERKS

In addition to a competitive compensation package, Twist offers:

Free Coffee. Free Keurig coffee all day every day. No excuses to be tired!

Relaxed Dress Code. We have a dress for your day policy. That means if you aren't seeing customers in person, you can wear jeans, no problem. We want you to be comfy (but no pajama pants, sorry).

Low Cost Products. Need some office supplies? Office furniture? K-cups? Anything else that we sell? Employees get products at cost delivered to them in the office. We want you and your immediate family to enjoy our products at the lowest cost possible!

Paid Vacation Time. Everyone needs a break sometimes. We offer paid vacation time so you can go sit in the sun or do whatever makes you happy.

Paid Holidays. Because of course. We offer paid holidays like New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving (2days), Christmas Eve & Christmas Day.

CONTACT US

We would love to hear from you and have you consider joining the Twist team. The best way to reach us is via email as we are busy on the phone with customers during work hours. Questions as well as resumes can be submitted to career@twistop.com