

*We Keep You Cooking!*<sup>™</sup>

### POSITION DESCRIPTION (#26230)

POSITION: Account Executive  
DEPARTMENT: Sales  
DATE: April 2019

#### Position Summary:

The Account Executive (AE) is an enthusiastic individual that has the freedom to act as a primary client contact in the qualification and development of client leads. In addition, an AE will be given independence to build relationships and be responsible for developing, creating and submitting client proposals for unique project solutions. The AE will be an integral part of our fast-paced proactive sales team that lives in an ever changing environment. The AE will have the ability to attain both personal and company financial goals thru our commission structure. The AE will be able to paint images and ideas through their communication style. The AE will be good at delegating responsibility to their Sales Coordinator and the Project Managers.

Kitchens To Go built by Carlin is the leader in both interim and permanent factory built solutions for foodservice providers who require flexible facilities to continue or expand operations. Specializing in small to complex projects, KTG provides solutions throughout the USA and in 28 countries.

This is an exciting opportunity to have freedom and independence to build relationships in a fast-paced, ever-changing industry with our unique foodservice solutions.

#### Essential Functions:

- Qualify Leads
- Develop client relationships
- Create and develop unique solutions for foodservice facilities
- Create and lead a team that develops the solution
- Develop strong relationships with the client, client consultants and key suppliers
- Work well with C suite executives of the client
- Close orders for Leases and Sales
- Delegate administrative work to the Sales Coordinator
- Delegate execution of the solution to the Project Manager
- Maintain the key client relationships throughout the project and beyond
- Able and willing to travel extensively through the territory
- Effective use of software program such as Copper, other CRM software, Microsoft Word, Excel, PowerPoint, Google Suites and general computer proficiency is required

### Knowledge, Skills, and Abilities:

- Knowledge of Foodservice Equipment and workflow within Commercial Kitchens
- Ability to understand floor plans and site plans
- Experience with financial analysis to understand project budgets, cost and pricing
- Ability to be resourceful and handle multiple projects and associated deadlines
- Ability to organize, prioritize and manage time effectively & efficiently
- Ability to work diligently to follow thru from initial inquiry to project completion
- Excellent communication skills & ability to work collaboratively in a team setting
- Ability to manage both client and company expectations with timely responsiveness
- Must have the initiative to define solutions and solve problems
- Active understanding of and participation in supporting the company's vision, mission, goals and values. Ability to support these ideals during all interactions with co-workers, clients, vendors and community liaisons
- Highly proficient use of computer and mobile devices
- Ability to travel extensively and work remotely while traveling
- Education - Bachelor's degree with a minimum of five years' experience in a related field
- Must have a Valid driver's license

### Environmental Conditions:

- May move (walk or drive) from one work location to another.
- Frequently work at a fast pace with unscheduled interruptions.
- Frequent use of computer and mobile devices.

### Physical Demands:

- Ability to walk, sit, stand, & climb stairs
- Ability to lift up to 50 pounds
- Ability to drive a vehicle
- Ability to type on a computer keyboard or mobile device for extended periods of time
- Ability to speak and listen on phone call and conference calls

### Compensation:

- Pay is based on experience.
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K option is available after sixty (60) days of continuous employment.

**Changes:** This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

**ADA/FEHA:** The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

**EEO:** The Company is an equal employment opportunity employer.