

**LITCO INTERNATIONAL INC.**

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*Committed to Excellence Since 1962*

**Title:** Account Development Team Member

**Reports to:** Manager, Account Development Team, Engineered Wood Products Group

**FLSA Status:** Non-Exempt

**Hours of work:** 8:00a.m.-5:00pm Monday-Friday with 1-hour lunch period or as directed

**Method of pay:** Competitive hourly rate with bi-weekly frequency

**Scope:** To research, identify, and close potential new accounts for Litco's line of engineered wood products.

**Supervisory Responsibilities:** This position has no direct supervisory responsibilities.

**Essential Duties and Responsibilities:**

- Utilize resources available on-line to identify suitable customers.
- Contact potential new customers via e-mail, website chat, and phone.
- Generate referrals for new business.
- Ability to establish relationships in determining best customer solutions.
- Timely follow-up with customer needs.
- Work with outside equipment manufacturers, as needed.
- Consult with and utilize other sales reps to determine appropriate applications.
- Performs other duties as required.
- To perform all tasks in accordance with the Company's Purpose, Mission Statement and Philosophy.

**Competencies:**

- Excellent oral and written communication skills
- Results driven
- Organizational and time management skills
- Initiative
- Customer/Client focus
- Technical capacity

**Qualifications:**

- **Education:** College degree preferred. Preferably: Business, Marketing, or Communication
- **Experience:** 1-2 years sales or marketing research experience or an equivalent in Business-to-Business sales.
- **Special Skills/Abilities:** Strong professional verbal and grammatically correct written communication skills.
- Proficient in using a computer, Microsoft Office Suite, and CRM.
- Ability to physically move around office environment. Ability to hear, speak, and sit approximately 8 hours per day.

**Work Environment:**

This job operates in a professional office environment. The role routinely uses standard office equipment such as: computers, phone, photocopiers, fax machines and filing cabinets.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. This is largely a sedentary role. However, some filing is required as well as lifting files and or sample products up to 50 lbs. and occasional bending.

**Travel**

Occasional travel is expected for this position. Allowable travel expenses will be reimbursed.

**EEOC**

Litco International provides equal opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state or federal law.

**Disclaimer:**

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or require that other or different tasks be performed or assigned