



**Archibald & Meek Inc. has enjoyed 45 years of business in the lighting industry as a manufacturer's representative of outdoor, commercial lighting, lighting control and electrical products in the Chicagoland, Central Illinois and Northern Indiana markets. We have aligned ourselves with the premier independent manufacturers in their respective segment. Archibald & Meek is a service organization that represents the sales and marketing arms of the respective manufacturers in our geographic territory. Our Company has 5 Principles:**

- 1. Take care of the employees—our greatest resource**
- 2. Take care of the customer**
- 3. Take care of the manufacturers**
- 4. Innovate with a high standard of quality**
- 5. Deliver value to the customer**

**Architects and engineers specify the products from our manufacturers—electrical contractors bid on these projects that are designed by the architects and engineers. Our products are quoted and sold through electrical wholesale distributors to the electrical contractors. Opportunities exist to interact within all levels of the sales cycle.**

**The following page outlines the position available.**

## **POSITION DESCRIPTION**

**Title: Account Representative—Positions are immediately available in Chicagoland Area**

**FLSA Status: Exempt (Full-Time Salaried)**

### **1. Reporting Relationship**

- 1. Reports to: Principal or Director of Sales**
- 2. Supervises: None**

### **2. Purpose**

- 1. Increase Sales Penetration at existing accounts and prospecting new accounts.**

### **3. Responsibilities**

- 1. Present products.**
- 2. Follow up on cost estimates of projects—including negotiation of sale**
- 3. Interface with factory representatives through sales and marketing efforts and joint calls on account assignments.**
- 4. Assist others in sales department with price quoting when needed.**
- 5. Provide order acknowledgments to customers.**
- 6. Coordinate fixture package approvals & releases for projects.**
- 7. Maintain customer's catalogs.**

### **4. Qualifications**

- 1. Education: College degree or equivalent experience.**
- 2. Experience: Two or more years of progressive customer service and sales experience.**
- 3. Knowledge, Abilities, Skill: Broad knowledge of company's products and services with the ability to effectively communicate these to A&M's customers. Ability to use Microsoft Suite at an advanced level is critical. Ability to handle a variety of customer situations with enthusiasm and tact. Demonstrable skill at handling and resolving customer complaints. Excellent communication skills. Ability to work with all levels of employees and management, both internally and externally.**

### **5. Overview**

- 1. Experience is helpful but not mandatory—compensation is directly correlated to starting salary. A positive attitude, spirit to succeed and the character traits of team effort and optimism are mandatory. Professionalism and persistence is rewarded with a full-time base salary plus bonus—this is a lucrative opportunity for an individual interested in a career in sales.**

**Please forward resume to Ms. Jenny Martin at Archibald & Meek [jenny@amirep.com](mailto:jenny@amirep.com)**