



JOB OPENING:
CONTRACT SALES MANAGER
Supervisor: Assistant Executive Director

Qualifications:

Minimum high school Diploma or G.E.D: some college education preferred
Minimum 5 years paid experience, primarily sales of industrially manufactured products and/or services and including at least one year in production or quality control.

Familiarity with time and motion study.

Knowledge of industry and business in Camden County and surrounding area.

Valid driver's license.

Job Summary:

The Contract Sales Manager is responsible for making contacts in the industrial/commercial community for the purpose of securing suitable work contracts utilized for training tools for the service recipients at the OTC. The Contract Sales Manager is responsible for maintaining a consistent flow of contract work, as well as ensuring that there are diversified sources and varieties of work opportunities available. They are responsible for developing and maintaining effective relationships with business customers with whom the facility does business

Specific Duties and Responsibilities:

Promote and market OTC production capabilities and services in the Industrial community on a consistent basis. Maintain good relations with firms for whom the OTC has rendered services and re-contacting them with some regularity for the purpose of securing additional contract work. Update consistently knowledge of new prospective companies and their products. Maintain contacts or direct involvement in industrial and business organizations that may result in leads for sub-contract work. Work in concert with the Production Manager or Workshop

staff. Assist in initial work setups and advise of work contract priorities. Will provide direct supervisory support in the workshop when needed. Perform time



JOB OPENING:
Contract Sales Manager
(Continued)

studies and present price quotations on sub-contract work with the assistance of the Assistant Executive Director. Responsible for assisting with inspection, testing and any other implementation of the OTC quality control system whenever needed. Responsible for customer relations with all companies providing sub-contract work, in handling inquiries, complaints and requests from company representatives. Assistant Executive Director in absence of Contract Sales Manager will do this. Maintain regular contacts and good working relationship with other training centers and workshops for cooperation in the solicitation and production of contract work. Remain current on Wage & Hour, FSLA, 14C, CARF best practices and other regulations related to time studies, prevailing wage and subcontract work regulations

Benefits:

Medical, Dental, Life, and 403(b)

Contact: Please Call the main office at (856) 767-3650 and ask for the administrative assistant.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.