



Position: Account Manager, Toronto

Status: Permanent Full Time – Remote Position

Looking to be a part of something new and exciting? We are building our direct sales team and looking for an individual that will represent our brand and help service our retail partners as an **Account Manager** for the Toronto downtown area. If you are creative, curious, passionate about natural health & wellness, great with people, and have an entrepreneurial mindset, we'd love to hear from you!

St. Francis Herb Farm is a leading herbal supplement brand, located in Barry's Bay, Ontario. We are a family owned and operated company with 35 years of uncompromising quality and service to our valued customers. Our Mission is to empower people on their wellness journey through education and plant medicine.

Reporting to the National Sales Manager, the successful candidate will be part of a team culture built on the following:

- **Balance** – loving your job and loving life
- **Care** – about helping people, for our community, our company and our products
- **Communication** – active listening, be present, be curious, seek to understand
- **Fun** – celebrate wins, taking pride in your accomplishments and those of SFHF
- **Motivation** – towards common goals, continuous learning and improvement, by helping people
- **Ownership** – entrepreneurial mindset, own it, be creative, challenge the status quo
- **Teamwork** – collaborate with colleagues and store staff, better together, never say no, find win-win solutions
- **Trust** – an environment where you can work at your best, where's it's ok to make mistakes and learn from them, do what is right even when no one is watching

Responsibilities/Duties:

- Being the face and representative of SFHF to our retail partners in your territory; develop and maintain relationships.
- Collaborate with retail partners to define their needs and provide solutions; viewed as a trusted advisor.
- Create and take ownership of sales cycle to support the needs of your accounts; creating weekly visit and call schedules.
- Develop account sales goals to meet overall sales objective; manage all aspects of strategic sales initiatives for your territory.
- Maintain account and customer contacts and report customer calls, meetings, and visits.
- Develop, execute, and measure success of yearly co-op plans.
- Own the shelf: merchandising, order taking, building displays.
- Engage and support retail staff with in-aisle staff training and education.
- Share and sell promotions, new listing opportunities, and monthly communications.
- Provide input and ideas in the development of marketing collateral.
- Provide feedback from staff and your experience in stores.
- Assist with trade shows and demos as required.

Experience:

- 2+ years of successful sales experience, with a passion for natural health & wellness
- Experience working with health food retailers and knowledge of the natural health industry
- Knowledge of retail sales principles, planning, and merchandising
- Intermediate to advanced proficiency in MS Office Suite

Education:

- University Degree/College Diploma, preferably in business
- Certification in Nutrition, Herbalism, Naturopathic Medicine, or related field an asset

Other Requirements:

- Based in the Toronto downtown area
- Reliable vehicle with valid driver's license, comfortable working on the road
- Reliable cell phone with internet access and home internet
- Able to travel within Canada and available for out of town and overnight travel as needed
- Lift and move boxes for merchandising as needed

Qualified candidates are invited to e-mail their cover letter and resume in confidence to jobs@stfrancisherbfarm.com by **Monday, March 20, 2023**.

We also ask that you complete a questionnaire that will help us to better understand your strengths and beliefs that impact your performance. Please note the questionnaire is timed. Take the time you need to thoroughly read and answer each question, but do not overthink your answers. Answer based on your experience. Please set aside 45-60 minutes to complete. If you must take a break, close your web browser, and use the instructions received via e-mail to resume where you left off.

Please click the following link to begin the questionnaire: <https://eval.objectivemanagement.com/XW9XBGJ>

We know your time is valuable and we appreciate your participation. We thank all applicants for their interest in exploring employment opportunities with St. Francis Herb Farm, however only those selected for an interview will be contacted. Applicants may be subject to a background check and must meet the security criteria designated for the position.