

**Position Profile:**

The Sales Development Specialist is responsible for supporting annual sales objectives established for Capri Blue, Thymes and Otherland Direct and International Accounts with special emphasis placed on growing this part of CURiO's business by identifying and generating business partnership leads that secure new, multi-door national/regional retailers and overseeing the execution of sales administrative initiatives to ensure sales plan achievement. This role offers the opportunity to build Capri Blue, Thymes' and Otherland brand awareness and add significantly to top-line sales.

**Work Responsibilities:**

**Annual Sales Plan:** Supporting the sales team to execute the annual Sales Plan to achieve the company's short and long-term goals for growing CURiO sales by business category and distribution.

**Direct Sales Key Account Support:**

- Directly contact Direct/Key House Account contacts and International Distributors on a frequent basis to support and nurture existing partnership.
- Share annual brand catalogues with each account and follow up for potential orders.
- Manage all Direct and International new item form submissions each season (bi-annually).
- Maintain accurate records by Account, including cost catalog, annual sales actuals, door count, contact and relationship history.
- Coordinate account specific marketing requests with the brand team.
- Participate in sales and cross departmental meetings.

**Direct Sales Key Account Prospecting:**

- Identify, generate and prospect new Direct Channel domestic and International Accounts that appropriately build CURiO brand awareness and add to top line sales.
- Research and analyze prospective Direct Accounts. Build a pipeline of leads and present these opportunities to management.
- Understand and align with brand leadership on prospective retailer chase to ensure brand alignment with prospective retailer environment and channel level.
- Consistently and creatively prospect a top 25 list.
- Escalate opportunities as they develop and collaborate with management to develop compelling proposals and pricing.

**General Responsibilities:**

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's degree in business, Marketing or other related field or equivalent experience
- Three years' work experience in a direct / key account sales program role

**Computer and/or software qualifications:**

- Advanced level of proficiency in Microsoft Excel, Microsoft Word, Power Point

**Core Competencies:**

- Strong and professional communication and correspondence skills.
- Ability to listen and interpret relevant information from customer conversations.
- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Excellent interpersonal skills; clearly and efficiently communicate.
- Critical thinking and problem-solving skills
- Ability to work collaboratively and building strategic relations with coworkers, vendors and/or customers.
- Must be an individual of high energy, positive attitude and have a proven track record of getting results.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
- Ability to maintain and protect company proprietary information.

**Travel Requirement:** Up to 10%

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*