



Job Profile

POSITION: Distribution Sales Manager

Everlight Americas Inc. is the North American Sales arm of Everlight Electronics – a leading global Optoelectronics manufacturer of low and high Power VISIBLE LED's, SMD and Thru-Hole Lamps, Digital Displays, INFRARED Emitters, Optical Sensors, Fiber Optic and Optocoupler components. We provide solutions for various applications in the lighting, consumer, computing, automotive, telecommunication and industrial market segments. Everlight's rapid growth to become a top ten Optoelectronics supplier is the combined result of its well-engineered products, highly efficient manufacturing facilities and extensive global supply chain.

The Distribution Sales Manager is focused on support of assigned key distribution accounts. Has a passion for managing the entire distribution team and process to include creating new opportunities by diligently prospecting into target distributors and effectively following up on marketing generated sales leads. The Distribution Sales Manager will also need to have the desire to work with various departments within Everlight Americas, Inc. throughout the United States and Everlight Electronics.

POSITION ACCOUNTABILITIES

1. Managing the sales activity for all channel partners for North America
2. Support sales representative's new designs and registrations
3. Manage quotes
4. Manage ship and debits
5. Oversee and support strategic customer supply chain
6. Manage stock rotation and authorize RMA returns
7. Consistently meet or exceed monthly and quarterly sales quotas
8. Implement new product introductions
9. Grow Strategic customers for distribution
10. Manage distribution price book, high volume pricing and contract pricing
11. Set up and coordinate conference calls with customers and sales team
12. Find cross parts
13. Perform distributor's inventory reconciliation
14. Distribution Marketing
15. Oversee sample requests
16. Staying abreast of changes or trends within the industry in order to implement improvements
17. Creating, distributing and updating SOP's to educate employees (management approval first)
18. Training, developing and performance monitoring activities for subordinates
19. Other duties as assigned



COMPETENCIES

1. Planning Skills
 - a. Understands work flow process and time commitment
 - b. Anticipates and adjusts schedules for problems
 - c. Must be able to manage time, timelines, and priorities
2. Communication
 - a. Excellent oral and written communication skills to communicate status, tasks, and reporting
 - b. Provides the full information to allow people to do their job efficiently
 - c. Provides information for accurate and timely decisions
 - d. Communicates clearly to colleagues
 - e. Ability to listen and take action
 - f. Communicates and collaborate across departments
3. Knowledge of Company Strategy
4. Integrity/Trust
 - a. Admits mistakes
 - b. Insists on honesty and trust with team
 - c. Keeps confidences
 - d. Exhibit judgment
 - e. Does not misrepresent him/herself
 - f. Upholds the Everlight integrity with customers
5. Problem solving
6. Embraces change and looks at better ways
7. Work independently
8. Relationship builder with strong service attitude
9. Anticipate needs of Company and department
10. Maintain excellent relationships internally and externally

EXPERIENCE AND REQUIREMENTS

1. A degree in Business, Engineering, or related technical field is preferred.
2. Experience in the LED or electronics industry preferred
3. Excellent verbal and written skills
4. Detail oriented
5. Ability to multi-task
6. Ability to travel
7. Electronics distribution experience
8. System proficiency, especially in Excel, and have the ability to learn in-depth internal software programs
9. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

WORKING CONDITIONS

Friendly office environment Monday – Friday 8AM-5PM unless traveling. Local Candidates are preferred

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.