

**Job Title**

Account Manager East Coast

Department

Sales

Responsible to

Sales Manager

Location

67 Beaver Ave Annandale, NJ

About Paradigm Science Inc.

Paradigm Science is a specialty ingredient distributor, committed to bringing natural and green ingredients to the personal care industry. We expedite, cultivate, and enhance relationships between our customers and global partners.

Paradigm Science, established in 2003, is a New Jersey based company that brings innovation, performance, and natural ingredients to the ever-changing personal care industry. We are currently the exclusive distributor of Naturalis, Hyundai Bioland, Gelest, Granula, and Upcycled Beauty Company. We strive to provide desirable ingredients that fall within today's trends and the direction the industry is moving towards.

PURPOSE OF THE ROLE:

The purpose of this role is to develop and maintain new and existing relationships with customers and capitalize on sales opportunities in the industry of Personal Care specialty ingredients along the East Coast. Approximately 30-40% annual overnight travel. Candidate should ideally have laboratory experience and/or 2-3 years of technical sales experience. Candidate should possess strong interpersonal, organizational, and negotiation skills to develop and manage the East Coast sales territory.

PRIMARY SALES RESPONSIBILITY:

- Manage a defined list of key accounts while building new business opportunities, vetting new customers, and growing target results within assigned territory
- Plan and organize business calendar with an average of 3.5 business days per week meeting with customers in-person
- Responsible for developing strong inter-company relationships with our supply partners and customers

- Responsible for sending price quotes, marketing sheets, and regulatory requests
- Occasionally host our Partners with presentations to customers in-person
- Support customers with current projects and introduce new and existing raw materials from current suppliers
- Responsible for sales/demand forecasts, updating opportunities regularly, and quarterly partner reports
- Build and maintain relationships with key account contacts in territory and keep informed of trade developments, competition & industry trends
- Support Paradigm at various trade shows and networking events within the Personal Care Industry Organizations such as NYSCC, Supplier's Day, Sunscreen Symposium
- Work closely with Marketing to prepare presentations to customers.
- Host lunch and learns and webinars to keep customers up to date on ingredient offerings
- Follow up on all leads, samples, and ingredient interests
- Update CRM (Salesforce) with up-to-date information on customers, visits, and opportunities

SKILLS:

- Strong organizational skills with attention to detail
- Excellent problem solving, organizational, prioritization and time management skills
- Ability to work independently
- Strong written and oral communication with customers
- Ability to multi-task and work within deadlines
- Product knowledge
- Ability to work well with others

REQUIREMENTS:

Bachelor's degree in Chemistry or equivalent technical background. Ability to work strategically and effectively. Strong presentation skills. Must possess motivation, drive and strong work ethic and team spirit.

