



## Account Executive

### **ABOUT MGD BRANDS INC.**

Pioneering the industry since 1936, MGD Brands is a leader and innovator in fashion jewelry and accessories. A family-owned company, the MGD culture is one of long-term relationships. Many of our customers have been with us for over 20 years, and some of our staff for even longer. With unique and expert design, the most innovative technology, top-of-the-line logistics, we bring high-quality trend-setting fashion accessories to our customers at remarkably low price points.

### **POSITION OBJECTIVE**

The ideal candidate would have one to three years of experience in sales for a wholesale fashion jewelry company. The applicant must be enthusiastic, hardworking, and have the desire to win by continually meeting and exceeding the needs of our customers. They will utilize their knowledge of sales strategies to enhance brand exposure with prospective major retail partners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directly manage and grow specific assigned accounts
- Call on new accounts to establish new relationships
- Preparation for sales meetings
- Follow up on key "To Do" points from meetings
- Follow up on sample orders
- Scheduling appointments for market
- Complete weekly sales recaps
- Help to organize and merchandise NY showroom

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Computer skills a must
- Strong attention to details
- Solid communication and interpersonal skills
- Friendly, upbeat and engaging personality
- Strong team player
- Strong customer service focus
- Extremely organized

### **EDUCATION AND EXPERIENCE**

- One to three years of selling experience for a wholesale fashion jewelry company