



The Tennessee Education Lottery Corporation

Job Description

Revised 12/16/2016

TITLE:	Manager, Corporate Accounts	JOB TYPE:	Full Time
DEPARTMENT:	Sales	FLSA STATUS:	Exempt
DIVISION:	Sales	LOCATION:	Nashville
JOB GRADE:	11	SUPERVISOR:	Vice President, Sales

Position Purpose:

The primary purpose for this position is to plan, organize and manage the Tennessee Education Lottery Corporation's programs with major retail chain stores and work with district offices and senior management to ensure the achievement of sales/marketing objectives.

Major Tasks, Responsibilities and Key Accountabilities:

The following duties are normal for this job and should not be construed as exclusive or all-inclusive. *Other duties may be required and assigned.*

- Plans and manages sales and marketing programs with major retail chain stores
- Sets sales objectives with management, including monitoring and evaluating sales performance of corporate accounts
- Resolves corporate problems and concerns related to TEL
- Serves as liaison with TEL headquarters and district offices to communicate and coordinate corporate accounts
- Recruits major retail chain stores to sell Tennessee Lottery products
- Assists in implementing corporate promotional programs
- Participates in special events and/or retailer conventions
- Performs public relations duties including public speaking engagements
- Performs surveys, as needed
- Performs administrative functions as necessary in the completion of tasks, including but not limited to preparing sales reports, typing follow-up letters and work sheets, filing and faxing documents and mailing reports and newsletters
- Responds to questions, complaints and requests for information by email, telephone, in person or by mail from retailers, players, and employees, etc.
- Prepares, maintains and updates files and logs following prescribed methods
- Utilizes and maintains a company assigned Lottery vehicle to conduct Lottery business which requires a valid Tennessee Driver's License. Ensures the vehicle is serviced at designated intervals and completes all required vehicle documentation

Education and/or Experience:

High School Diploma (or GED) is required. Bachelor's Degree in Marketing, Business Administration or related field preferred.

At least three to five years of sales and sales management experience are required. Candidate must also have excellent organizational and communication (oral and written) skills.

Other Qualifications:

Must be able to travel intra-state using company vehicle. Must maintain a valid Tennessee Driver's License at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; demonstrate dexterity, handle or feel; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. The noise level in the office is usually moderate.

The Tennessee Education Lottery Corporation is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the TEL may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Management staff.