

Job Description		 DIVERSIFIED DISTRIBUTORS, LLC.
Position Title	Minnesota Area Sales Manager	
Reports To	President	

Position Purpose

We are seeking a **results-driven Area Sales Manager** to join our team. This role is responsible for selling construction materials—including appliances, cabinetry, and countertops—to builders, contractors, and property managers. The ideal candidate will have:

- A strong understanding of the building industry
- Excellent communication and negotiation skills
- A proven track record of meeting or exceeding sales targets

The Area Sales Manager will lead **market development and sales efforts** within the single-family builder and multifamily renovation segments. Key responsibilities include:

- Retaining and servicing existing accounts while securing new business
- Growing current customers by introducing additional product lines
- Pursuing prospects and opening new accounts

This position is supported by DDI inside product specialists and includes some bidding and project management responsibilities.

Essential Duties and Responsibilities

Market Development

- Design and execute sales strategies to meet or exceed targets.
- Identify and cultivate new customer prospects through email campaigns, phone calls, and in-person meetings.
- Collaborate with DDI Management and Marketing to develop segment-specific go-to-market strategies and lead generation plans.
- Represent the company at industry events and trade shows to promote products and services.
- Stay informed on industry trends, products, and competitor activities.
- Submit formal requests to include DDI products in architectural specifications.
- Maintain accurate records of sales activities and client interactions.

Project Bidding (*supported by DDI inside sales team*)

- Review architectural specifications and plans to recommend appropriate products.
- Communicate with suppliers to secure competitive project pricing.

- Prepare and submit formal bids, clearly presenting the value proposition and following up promptly.

Contract Review & Project Management (*supported by DDI inside sales team*)

- Review purchase orders and contracts for accuracy and completeness.
- Prepare project submittals (e.g., shop drawings) as required.
- Initiate order placement with DDI Purchasing to ensure timely project execution.
- Coordinate delivery schedules with DDI Operations.
- Oversee job site activities and monitor progress.
- Maintain and update all project documentation for accuracy.
- Collaborate across departments to ensure client satisfaction and successful project completion.
- Track project costs and monitor overall profitability.

Required Skills and Responsibilities

Education

- Bachelor's degree preferred.

Experience/Knowledge/Skills/Abilities

- 5+ years of field sales experience in the construction industry.
- Strong knowledge of the building industry and construction materials.
- Kitchen & bath design experience a plus.
- Proven ability to establish rapport and new customer relationships.
- Exceptional organizational skills with strong attention to detail.
- Demonstrated skills in organizing and evaluating information and proactively finding solutions for construction projects.
- Strong written and verbal communication skills with ability to relay highly detailed information across multiple parties.
- Forward thinking with a process improvement mindset.
- Ability to work independently and as part of a team.

Why Work for DDI?

At DDI, we believe success starts with our people. We foster a culture built on **camaraderie**, where teamwork and mutual respect drive exceptional outcomes. Our commitment to **excellence** means we deliver the right product at the right time, continuously improving to stay ahead of the competition. Guided by the **collective good**, we prioritize long-term relationships and shared success—because when our customers win, we all win.