



## 2018 TRADE ACCOUNT MANAGER OF THE YEAR

# ENTRY FORM

### ELIGIBILITY

Entrants will be account representatives or account managers who sell hardware and building supply products by calling on builders and building companies during a regular call cycle. This is a nationwide award with no age restriction.

### JUDGING CRITERIA

Judges will look at candidates who make a positive difference to their company's sales record and customer's business. They will be judged on steps taken to help builders in their business and how proactive they are in service and product knowledge, actioning returns and providing warranties. Entrants must be able to demonstrate accomplishments and their ability to manage an account.

### JUDGING PROCESS

A three-stage judging process will apply and includes written entries, survey of the finalists' customer lists and presentation to the judging panel on the morning of the Awards.

### THE PRIZES

The finalists will be invited to the Awards Dinner on 4 October, 2018. Travel and accommodation will be provided if from outside of Auckland. Each finalist will receive a certificate and industry wide recognition of their achievement.

The winner will also receive a trophy and exposure in *NZ Hardware Journal* outlining their achievements.



**PART 4: TRADE ACCOUNT MANAGER'S ROLE**

**15 points**

The primary role of a trade account manager is to achieve or exceed if appropriate their sales target by ensuring that the optimum amount of their company's products and services reach the builder for a price and at a profit.

Briefly describe:

- a) What do you consider to be the prime attributes of a trade account manager?
- b) How would you define "excellent customer service"?
- c) What do you consider to be the most important principles of good communication?
- d) Who or what do you consider is the best judge of a trade account manager and why?

Maximum of 1 typed A4 page

**PART 5: TRAINING COURSES**

**15 points**

Complete a list of training courses attended – the year, course description and certification received, and briefly explain why you chose these particular courses.

- a) Work related
- b) Personal development courses
- c) Training courses planned in the future

Maximum of 1 typed A4 page

**PART 6: YOUR BEST ACHIEVEMENT**

**15 points**

Briefly describe what you consider to be your greatest business achievement in the past year. Maximum of 1 typed A4 page

**PART 7: TELL US WHY YOU FEEL YOU SHOULD QUALIFY AS 'TRADE ACCOUNT MANAGER OF THE YEAR'**

**10 points**

Maximum of 1/2 typed A4 page

**PART 8: VALIDATION OF ENTRY**

**10 points**

**NB: This part of the entry should be completed by the direct report to whom you are responsible and who can personally verify that the information supplied is both current and reflects your own activities.**

Roles and responsibilities are accurately described

KPIs are accurately described

Validator's Name

Position

Email

Phone

Validator's signature

Date

**APPLICANT TO ALSO INCLUDE THE FOLLOWING**

- a) A one page reference from your current employer
- b) Any further information you feel is necessary
- c) Photograph of yourself, emailed to: awards@mpm.nz  
Subject line: PHOTO – Hardware TAMOTY – (YOUR NAME)

For more information see Image Requirements page at the end of entry form.

**JUDGES OVERALL IMPRESSION OF ENTRY**

**15 points**



**CLOSING DATE FOR THIS ENTRY:  
14 JULY, 2018**

Send completed entry form to:  
2018 Hardware Awards  
Marketplace Media Ltd  
PO Box 28372 Remuera, Auckland 1541 (postal)

FOR FURTHER DETAILS CONTACT:

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2018 HARDWARE AWARDS:  
Trade Account Manager of the Year Entry Form