

**Company Information:**

Clearfield, Inc. designs, manufactures and distributes fiber optic management products, helping service providers reduce the high costs associated with deploying, managing, protecting and scaling a fiber optic network to deliver the mobile, residential and business services customers want. Based on the patented Clearview® Cassette, our unique single-architected, modular fiber management platform is designed to lower the cost of broadband deployment and maintenance while enabling our customers to scale their operations as their subscriber revenues increase.

Clearfield provides a robust total compensation package including base salary plus annual incentive bonus, comprehensive medical, dental and vision insurance, company paid life insurance, short-term and long-term disability insurance, 401(k) Safe Harbor plan with up to 4.5% match on first 6% of employee contribution, and Employee Stock Participation Plan providing employees discount purchase in Clearfield stock (NASDAQ: CLFD).**

Position Title: Account Services Coordinator

Position Objective: Partner with Inside and Outside Territory Sales staff to support team achievement of revenue quota, territory growth and customer satisfaction. Position Duties:

Position Description:

1. Works with inside staff to identify potential opportunities and the core personnel, working with outside staff to execute a sales strategy that provides for continuous growth as established in annual goals.

- Assists team to meet or exceed monthly sales goals and revenue growth in territory.
- Targets a minimum of 30 business development telephone calls per day targeting independent telephone service providers, MSOs, utilities and private label opportunities associated with original equipment manufacturers.
- Supports territory growth by identifying potential customers; planning and organizing ☐ Outbound sales call schedule and relaying qualified sales calls to outside sales.
- Identifies short-term and long-range issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action.

2. Supports the establishment of long-term relationships with customers throughout the pre and post order sales cycle.

- Identifies current and future customer requirements, establishing personal rapport with current and potential customers and other persons in a position to understand component requirements.
- Provides product, technical and engineering information by answering questions and requests.
- Gathers information and resources necessary to fulfill request for quote.
- Prepares RFQ in an accurate and timely fashion
- Supports an integrated approach to order maintenance through collaborative support of the production control process.
- Maintains a high level of quality and attention to detail.
- Assists team with forecasting to product management and assists in capacity planning.
- Provides technical knowledge on the range of company products via personal contact and literature.
- Maintains all customer database information through CRM with accurate notes of all call activity.
- Contributes to team effort by accomplishing related results as needed.

3. Understands Clearfield's markets and the products that fit within them by each account type.
 - Maintains professional and technical knowledge by learning about customer's business and establishing personal networks.
 - Reviews professional publications.
 - Participates in field installations and other opportunities that become available.
- 4 Performs other duties as apparent such as performing back-up support to other territory sales staff.

Position Requirements

1. Excellent oral and written communication and presentation skills.
2. Able to engage customers and manage customer expectations.
3. Strong analytical ability and aptitude to learn new technologies.
4. Able to multi-task and work in interrupt driven environment.
5. Strong technical aptitude and M/S platform skills.
6. Prefer experience in a manufacturing environment