

The Associate Account Executive is responsible for sales activities related to developing strategic relationships with major clients and driving category expansion in existing accounts via telephone, email and/or face to face client visits. This involves, but is not limited to: client contacts, presentations, quote generation, RFP response and other sales activities for their assigned accounts. Pre-sales support functions include: product ideation, pricing, research, product information, building presentations, et cetera.

**Reports to:** Manager, Sales Operations

**Job duties will include:**

- Liaison for the team; create a bridge for discussions between vendor, client, accounts team and production
- Develop relationships with strategic vendor partners and maintain a specific number of appointments as outlined.
- Starting point for client opportunities and product ideation
- Sourcing and research of product
- Work closely with the Import Department on overseas projects
- Manage compliance requirements for larger clients
- Prepare client presentations and quotes
- Attend vendor presentations for new product ideas and vendor sources
- Special projects as needed

**Job duties may also include:**

- Order Processing
- Accurate data entry of purchase orders
- Email orders to the factory
- Order Follow up
- Forward proofs to client or salesperson, obtain appropriate approvals and forward to the factory
- Work with factory and accounting in regards to any necessary prepayments
- Daily update of "order notes" – updates, schedules, action items, etc. in PSWN
- Review of order acknowledgments against purchase orders, alerting AE of any price changes, entering appropriate updates in PSWN
- Order problem resolution with suppliers, with escalation to AEs and/or management staff as appropriate
- Obtain freight estimates as required

- Communication with internal clients daily regarding order status
- Communication with external clients

**Job requirements:**

- Ability to adapt to change and perform in a fast-paced environment
- A Self-motivated and clear idea of teamwork value
- Excellent organizational, administrative, and follow up skills
- Strong ability to multi-task
- Hands-on attitude and continuous improvement mentality
- Proficient in Excel, Word, Outlook, SAGE, and ASI software packages
- Customer service, people, and results-oriented
- Proactive attitude