

ACCOUNT MANAGER

Are you a go getter? Do you want a competitive compensation package and a generous benefits package? Would you love to be a part of a high energy, fun team environment? If so, read on!

Blue Sky Marketing is a full service marketing/branding firm specializing in premium promotional products and apparel and are located in the **Chicago/San Diego** area. We have been providing a diversified client base with advertising and branding solutions for 24 years. Our values and relentless pursuit to guarantee client satisfaction has separated us from our competition and has given us our innovative, creative edge.

We currently have **two** openings for energetic, enthusiastic and organized individuals to help manage our clients in our Chicago office. This is a highly responsible position requiring the utmost discretion, tact and professionalism, and the ability to employ resourcefulness and creativity in solving problems and delivering the desired results. The ideal individual is a smart and organized professional with strong people skills and a willingness to learn and accept more responsibilities.

Qualified candidates will have experience working in a fast-paced environment; we strongly prefer experience in the **promotional** products or **hospitality** industry. You must be high energy, able to keep up with tight deadlines, manage multiple tasks and be interested in working hard in a team-oriented environment. Prior account management experience and the ability to manage details is required.

What you will do:

- Provide effective and timely client support.
- Maintain updated knowledge of company products.
- Build and maintain client relationships.
- Act as point of contact for existing client's needs.
- Communicate with clients on their orders and other needs in support of product delivery.

What you should have:

- Bachelor's degree preferred.
- At least 2 years prior experience in managing accounts; experience working with large accounts is highly desired.
- Proficient in Google G Suite (Gmail, Docs, Sheets, Slides)
- Excellent written communication and customer service skills.
- The ability to juggle a large workload.
- Excellent verbal and written communication skills.
- Strong time management and prioritization skills with ability to multi-task.
- A positive attitude and a can-do approach to any task are essential.

What you will get:

- Competitive compensation
- Generous PTO package
- Awesome opportunity!

Work at home during the pandemic is allowed. Must be able to come to office at least a few days per week when appropriate.

Blue Sky Marketing is committed to creating a diverse environment and is proud to provide equal employment opportunities in all employment practices. We will honor your experiences, perspectives, and unique identity.

Please apply online at: <https://rrhrsolutions.applytojob.com/apply/WWwfUdhXyW/Account-ManagerSales-Assistant?source=PPAI>