

**Senior Account Manager:** Reply to Jerry@jrresources.com

JR Resources (SAGE #2833 & SAAC member)

Del Mar, CA 92104

**Job Details:**

**Base Salary:** \$40,000 -65,000; depending on experience and skills

**Job Type:** Full-Time (Partial Remote Option)

**Full Job Description**

**Who we are:**

JR Resources in Del Mar, CA is an established Women Owned promotional products (ASI, PPAI) distributorship with a national account base including several Fortune 500 companies and 5 online client stores. We have been successfully in business for 30 years and are at the leading edge of customer service in our industry. We are "Client Focused. Service First" in all we do.

**What we are looking for:**

Our opportunities have grown significantly, and we are looking for an experienced Account Manager to join our outstanding team. A person capable of hitting the ground running to help us build our future and theirs.

A must is to be is a team player that communicates effectively with both clients, fellow team members, and suppliers. She or he should have professional communication skills, be a self-starter with can-do attitude, be calm under pressure and proficient in organizing priorities.

**Key Areas of Responsibility:**

Customer & Sales Service managing entire order process through delivery Including order entry, preparing artwork for factories, producing virtual layouts for clients, and following up on all order details.

Support Sales by preparing proposals and quotes.

Work as a liaison between sales representative, operations, and suppliers.

A desire to learn, be challenged and grow.

**Knowledge, Skills and Abilities:**

- Proficient with various standard programs including Excel, MS Word, Power Point
- Experienced with Cloud based services including Google drive, Google Docs, Google Sheets, Google Slides and a maintaining a CRM (Customer Relationship Program such as ACT, ZOHO, Essent and Salesforce).
- Experience with Adobe Illustrator and/or Photoshop
- Proficient in Sage – including Sage Search engine and Sage proposals
- Minimum experience: 3- 5 years
- Experience with EssentOne order entry system a plus
- A positive attitude is a must
- Strong work ethic with a focus on detail
- Passionate commitment to “on time delivery”

**Benefits**

- Health Insurance
- 401(k)
- After getting up to speed, if desired we are open to working out a hybrid in office/ home office work schedule.
- Paid vacation, holiday, and sick time program for all employee