

SpecWorks. Inc

We are seeking an ambitious, energetic individual to join our team, in the ever changing, fun world of Promotional Products! SpecWorks, Inc's. All SpecWorks' associates are responsible for providing top quality service!

Requires strong customer service skills. Exposure to sales/customer service environment needed. Must have strong verbal and written communication skills. Requires the ability to work well independently as part of a team dedicated to providing the highest level of customer service. Must have strong computer skills.

Position Title – Account Manager

Primary Responsibilities:

- Works with clients to gain and provide helpful information to grow sales.
- Works with other lines of business to introduce and drive incremental revenue opportunities
- Drives Sales
- Achieves sales targets
- Provides leadership and direction on client merchandise needs
- Analyzes current position to identify discrepancies with client goals and develops a shared vision
- Participates at on-site visits
- Schedules/manages client business reviews and leads discussions at reviews

Basic Qualifications:

- Three or more years of experience profitably selling B2B promotional products.
- Enthusiastic and outgoing personality
- Strong leadership skills
- Excellent selling skills
- Excellent communication, presentation, and interpersonal skills
- Strong with building relationships
- Excellent time management
- Drive to make money!

JOB SUMMARY:

The Account Manager is responsible for generating business opportunities by identifying prospects, establishing contact and developing supportive, informative relationships. Working closely with production units to recommend creative client solutions for profit and service improvements.

ESSENTIAL DUTIES:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. The Account Manager will create new profitable sales volume through effective presentation strategy, development of marketing ideas, and providing ongoing guidance and client support.
2. Acts as the liaison between all assigned customers and SpecWorks, ensures that the customer's expectations are met and maintains SpecWorks' goodwill for future business.
3. Identify product improvements or new products by remaining current on industry trends, market activities, and competitors.
4. Maintain quality service by establishing and enforcing SpecWorks' organizational standards.
5. Working closely with the Promotional Product Specialists will ensure client experience and expectations are met in the highest standard.
6. Respond to and service existing customers with the goal of increasing sales and engineering new sales opportunities.
7. Plans and executes sales activities which support SpecWorks' established sales objectives and develops new opportunities for additional growth.
8. Provide accurate and timely quotes on all customer requests for products and items.
9. Ensures sales policies and procedures of SpecWorks are followed in a manner consistent with the goals and objectives as set forth by the Sales Manager and Management Team.
10. Creates, maintains and improves company relationships with internal and external customers.
11. Performs research, as directed by the Sales Manager, to investigate other potential supply vendors, products, product lines or markets.
12. Maintains detailed records of all accounts and leads and follows up with customers and leads on a timely basis.
13. Maintains and nurtures good working relationships among all staff.
14. Assist in the development of monthly, quarterly and annual sales and gross profit margin goals.
15. Maintain a well-groomed appearance as appropriate for the position and be prepared with the correct tools needed to perform a successful sales call (Are you actually reading this? If so, please comment as to what you are thinking).
16. Reviews all quote proposals prior to presentation to customers in his/her territory.
17. Performs any other duties as may be required, from time to time, by the Sales Manager.

Compensation is commensurate with experience. We are excited to train the right candidates. Please send resume, references, and salary requirements to HR@SPECWORKS.COM