

## **Assistant Key Account Manager - (Remote)**

We are seeking an ambitious, energetic individual to join our team as an Assistant Key Account Manager. Under the direct supervision of the assigned Division Service Manager while applying continuous improvement tools and concepts, the Assistant Key Account Manager will be responsible for providing service to an assigned number of our high-volume clients and/or sales partners.

If this sounds like you then apply to join our team as an Assistant Program Manager today!

### **What you do:**

- Create and maintain solid business partner relationships with assigned Key Account Managers, sales partners, and our clients.
- Identify the needs of these account managers, sales partners, and their customers.
- Understand the sales partners' current sales figures and goals, and proactively assist them to meet or exceed these goals.
- Monitor service levels through the use of reports and spreadsheets.
- Provide aggressive competitive pricing through research and negotiation, when volume goes beyond special pricing with Star Suppliers.
- Obtain quotes, and order PSA and spec samples from preferred suppliers.
- Stay current with trends in the industry and provide timely and innovative solutions to customers' needs.
- Follow through on all orders, claims, and all issues pertaining to the assigned key account managers and sales partners, from start to finish.
- In addition to sales research, write up and/or enter orders in Geiger's online order entry system.
- Seek appropriate approvals for special commission splits and low-margin agreements.
- Perform shipping follow-up and claims activities as needed.
- Conduct research and resolve problems presented by personnel from other functions. Identify opportunities to transfer sales or potential sales to a more appropriate business unit.
- Provide assistance to assigned Key Account Managers with creating pricing spreadsheets for programs and completing projects in a timely manner to meet the production schedule.
- Provide support to Corporate Program specialist functions within the department to assist in attaining schedules.
- Assist Key Account Manager by coordinating activities with creative and other support personnel as required.
- Use necessary tools, such as sales analysis, profitability, and corporate branding guidelines.
- Completely enter all product information and specifications along with purchasing and selling prices in spreadsheets for inventory setup.

- Gather data and prepare customized usage and inventory reports based on client needs.
- Assist with CAG requests, name options creations, and other administrative-technical duties as assigned.
- This position may require involvement in the sales and marketing aspects of potential Global accounts. Product selection, assistance in RFPs, creation of PowerPoint presentations on capabilities of Geiger, assistance in the creation of mock websites such as Pop Up Stores, and involvement in face-to-face sales calls may be required.

**What you Need:**

- Knowledge and strong proficiency in math, writing, public speaking, and excel
- Ability to thrive in a fast-paced environment
- Work requires 2 years of related experience in customer service, relationship management, and/or account management

**What is in it for you:**

- Competitive compensation, comprehensive health benefits, 401k (with a match!)
- Excellent work environment with an award-winning culture, Glassdoor Rating of 4.5!

Full Time: Regular hours are M-F, 40 hours

Geiger is an Equal Opportunity / Affirmative Action Employer