



# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Account Manager</b>
<b>DEPARTMENT:</b>	Promotional Sales
<b>Classification:</b>	<b>Exempt/Salary</b>
<b>REPORTING TO:</b>	Director of Sales

## **GENERAL DESCRIPTION:**

Carrollton based fashion t-shirts and apparel company is looking for a dynamic self-starter to join our account management team. Our ideal candidate will have a background and skill set to assist with account management and growth. The primary responsibility of an Account Manager will be to manage apparel jobs from style development/concept all the way through production of the goods.

## **Responsibilities**

- Work closely with distributors to assist with customer product development and production
- Create job quotes for customers and provide a detailed timeline for projects
- Proposed product solutions, and present additional recommendations
- Process job orders and follow up on all production stages (garment ordering, printing, customer samples, purchase orders, etc.)
- Work with customer and art department to provide art mock-ups and proofs, and acquire final approvals from customers on artwork and samples
- Maintain daily customer account needs, resolve customer concerns, and resolve production issues when problems arise
- Stay up to date on current market trends

## **Qualifications:**

- Apparel manufacturing and merchandising knowledge required
- Knowledge of merchandising and current marketplace trends in apparel industry
- Screen printing, sublimation printing and heat transfer knowledge a plus
- Familiar with types of art files such as, jpeg, vector, eps
- Strong attention to detail

- Excellent communication skills both verbal and writing
- Strong ability to manage multiple projects at one time - good organizational and time management skills
- Proficiency in MS Office
- Work well with others in a team environment

**EDUCATIONAL REQUIREMENTS**

- College degree or equivalent experience in Product Development, Fashion, Merchandising, or a related field required.
- Prior account management experience required (1 to 5 years)

**KNOWLEDGE, SKILLS & ATTRIBUTES:**

The candidate will be able to learn tasks quickly, be detailed oriented, accuracy-driven, personable, team-oriented, and punctual with an excellent attendance record. The individual will also be self-motivated, a team player, personable, and familiar with software programs like Excel, Word, and Outlook. Preference will be given to candidates with previous related experience.

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Print Name

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Signature

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Date

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Manager Signature

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Date