

## ACCOUNT MANAGER

Booker Promotions has an immediate opening for an **Account Manager**. If you love a fast-paced, team-oriented work environment then we might just be the place for you! Booker is an imprinted promotional products distributor that assists its clients with creative, effective, and professional sales promotions.

The Account Manager will assist Sr. Managers with the entire sales cycle for **current active accounts** - no cold calling required! The primary responsibility is business retention and growing the book of business that we will provide you.

Specific Job Responsibilities include working with Sr. Account Managers:

- Increase sales to their clients by providing outstanding **responsiveness** and service
- **Proactively** engage with clients to determine needs and provide solutions
- Provide creative promotional product ideas to align with the client's needs
- Create proposals, quotes, and sales orders. Coordinate artwork.
- Become a power user of our CRM system to stay **organized and proactive**
- Maintain a pulse on industry trends through attending conferences, trade shows, and seminars.
- Active participation in weekly team meetings and training sessions

The successful candidate shall possess/be:

- Prior account management or sales experience a plus
- The ability to build relationships with clients in today's remote selling environment
- Self-motivated with a desire to grow sales
- Highly **detailed and organized** with the ability to multitask many client projects in a high paced, deadline oriented environment
- Reliable and trustworthy
- A positive and professional, can-do attitude
- Excellent communication skills and notable writing etiquette
- Strong computer skills with knowledge of CRM tools and typical promo industry software a plus

Salary and benefits:

- Base salary commensurate with experience
- A full range of health care benefits
- Company IRA with matching
- Vacation and paid holidays
- Training and mentorship
- Opportunity for growth, promotions and increased income
- Atlanta head office or remote position

For consideration, please submit a cover letter and resume to [jobs@bookerpromo.com](mailto:jobs@bookerpromo.com)