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# ACCOUNT MANAGER

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## Job Description

Primarily responsible for managing and growing existing book of business and developing new accounts as a secondary goal, specifically:

- Leverage past business performance to generate new orders;
- Process orders, issue required documents and electronically manage documentation packets;
- Interface with operations, production, and testing to insure that orders are filled and delivered to customers on time;
- Provide post-sale support via response-positive method to insure total customer satisfaction;
- When required, assist accounts receivables collections efforts;
- Expectation is for 20 customer interactions per day – minimum.
- All customer related activities are to be logged.
- Acquire new customers.

## Requirements:

- 4 year Bachelor's degree or equivalent military service
- Minimum of 2 years sales experience
- Strong organizational skills
- Detail oriented
- Windows 7+
- Microsoft Suite (Excel, Outlook and Word)
- Adobe Acrobat
- Enterprise software