

# Account Manager

## JOB DESCRIPTION

### Summary/Objective

The Account Manager will work in tandem with sales and leadership to align resources and create process to best meet account objectives. This position focuses on customer relationship, management and growth. A successful candidate will produce proactive action plans that increase efficiencies while reducing costs and improving margins. This position serves as the main point of contact for high level accounts, acting as a liaison between in house operations and sales.

### Account Manager Responsibilities

- Collects and analyzes data and implements action plans to increase productivity and drive efficiencies
- Develop and nurture strong customer focused relationships ensuring open lines of communication
- Manages and directs incoming business accordingly
- Directs pricing and quoting efforts and helps facilitate proposals
- Oversees and manages the relationship between day to day in house operations and sales

### Account Manager Requirements

- Bachelor degree in business or related field of study
- Three- five years' experience in related field
- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team
- Proficient using the typical Microsoft applications
- Ability to work on tight deadlines
- Some travel required

