

Account Manager

Duties and Responsibilities:

1. Acting in the capacity of an account executive, this position has primary revenue generating and account development responsibility.
2. Building a network of sales lead resources and developing new sales opportunities through knowledge of emerging growth areas, business influencers, cold calling, prospecting, target account management and managing existing client relationships.
3. Utilizes a "solutions-selling" approach of developing customized solutions through identifying business needs, with a strong emphasis on building long-term customer relationships. Sales responsibilities include identifying and qualifying prospective new customers; preparing and delivering sales quotations; delivering sales presentations; managing customer relationships; supervising CAMs, AC's and PC's; providing customer feedback, as well as actively acting as the customers' advocate to Interior Investment's management and working within a defined sales territory.
4. Performs additional responsibilities as requested.

Essential Functions:

- Coordination of all resources to focus on maximizing sales and profitability in a professional manner for those accounts that employment is managing.
- Meet or exceed annual sales goals.
- Coordination of and assumption of responsibility for all elements relating to the successful sale, such as design, order entry, acknowledgment verification, expediting, installation, invoicing and collection.
- Working in conformity with sales plans outlined by management and promptly and carefully maintaining reports as required by the Employer.
- Complying with all policies and directives of the Employer.
- Conducting all business in an ethical and professional manner, and implementing no policy of or giving no instruction to other salespeople or other employees of the Employer by which may conflict with accepted business ethics.
- Efficient planning for effective time utilization.
- Prompt and effective follow-up of assigned leads.
- Identification of prospective customer firms and the appropriate buying influence within customer firms.
- Contacting and securing of appointments with the identified buying influence within customer firms.
- Identification and qualification of the specific requirements of the customer firms.
- Accurate identification of customer pricing goals and delivery requirements.

- Generation of accurate quotations, on all rentals, bid jobs, system jobs, jobs of an unusual nature, or major projects and orders with a gross profit margin of less than seventeen percent (17%), prior to submitting a quotation.
- Preparation of profitable and persuasive written proposals and professional presentations.
- Prompt confirmation of selling terms and delivery rates.
- Accurate and expeditious order preparation.
- Systematic management of orders through their delivery.
- Coordination of installation details, work order and post-installation services.
- Periodic follow-up to generate repeat sales and referrals.
- Production of adequate gross profit (in the Employer's sole determination) on each order.
- Maintenance of sufficient call volume to provide an even flow of orders and income to the Employer.
- Achievement of goals and quotas set by the Employer, in its sole determination, after extensive discussion and review with the Employee.
- Maintenance of accurate records of all customers and prospective customers.
- Prompt submittal of call reports, forecasts and expense records.
- Maintenance of cooperative relations with all internal departments and fellow employees.
- Development of account profiles including, without limitation, names, specific locations and territories and divisions of national companies and strategic account plans for primary accounts, calls on all such accounts regularly, and delivery to management of detailed reports of same.