



ACCOUNT MANAGER

FLSA:	Salary Exempt – Sales	Shift:	Days
Location:	Branch	Department:	Sales
Reports to:	Branch Sales Manager	Date:	November 1, 2018

Position Summary:

Responsible for the management of existing accounts and the generation of new accounts within an assigned branch territory area; sales to include all products and services. Develop strong communications with the Service Center and Sales Team to ensure transition from sales to service is smooth. Work to resolve any issues effectively and timely as they arise to meet organizational and operational objectives.

Essential Functions:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Generating sales of industrial equipment in assigned area to include, but not limited to new units, service repairs, parts, and service agreements.
- Cultivates and develops productive relationships with existing and new customers.
- Assists customers in system design / existing system improvements for their facilities.
- Prepares proposals and present service solutions to customers.
- Maintains customer relationship manager (CRM) software.
- Conducts follow-ups with customers to ensure customer satisfaction; assist accounting department in any collection call issues, if required.
- Partners with Service Manager and Service Sales Representative on potential new sales opportunities.
- Meets and/or exceeds all annual sales targets/KPI's assigned by Company.
- Generates customer quotes for new units, service repairs, preventive maintenance, parts and installs.
- Attends monthly 1:1 and group sales meetings to review monthly progression toward new sales developments.
- Supports and follows all Company policies and procedures.
- Conducts oneself in a professional manner that reflects positively on Brabazon and the service/products we provide.
- Excellent attendance, punctuality and a positive attitude are essential to this position.
- All other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED equivalent required; 2 or 4 year technical degree is preferred.
- A minimum of three (3) years in outside sales, preferably with industrial technical products. Knowledge of pumps, compressors, dryers, and vacuum equipment is preferred, but not required.
- Strong communication skills and the ability to relate well to people of diverse backgrounds and professional orientations – from Maintenance personnel to Engineers as well as Owners and Managers.
- Ability to identify customer's needs, listen, analyze, and respond appropriately to customer's problems; possess effective problem-solving skills and can lead customer and employee disputes to resolution.
- Ability to lead and motivate people to work together as a team to meet and/or exceed Company goals.
- Demonstrate solid organizational skills with the ability to multi-task, be a self-starter and work unsupervised.



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- Intermediate knowledge of Microsoft Office Suite and Windows is a must; experience with CRM software is strongly preferred.
- Must have a valid driver's license with a reliable vehicle and proper insurance.
- Must possess knowledge of manufacturers' warranty policies and procedures.

Physical Demands:

- The employee may occasionally lift and/or move up to 50 pounds.
- Ability to work in an industrial setting that includes a variation in temperature with frequent standing, and walking as well as an office setting of sitting and being on the phone for long periods of time.
- Must wear and use proper PPE at all times, where required.

Employee Review / Acknowledgment:

I acknowledge that I have read the job description and I understand what would be expected of me. Brabazon reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an At-will employee and the job description does not constitute a contract of employment.

Employee Name – Please Print

Employee Signature

Date

Manager's Signature

Date