



Products Unlimited Inc.

Woman-Owned Distributor

Client Account Manager

Position Overview

We are seeking an account manager to join our team. You will oversee closing sales regarding our first tiered clients. Account manager duties will include maintaining existing accounts, developing new accounts, and coordinating with our Sales Manager.

A successful account manager should have excellent communication and relationship-building skills as well as the ability to work independently with minimum supervision.

Responsibilities

- Plan, execute, and manage client accounts and procurement projects
- Collaborate with clients to determine product or service requirements
- Develop quotations from our vendors to meet client goals and objectives
- Build relationships with clients to ensure project success
- Create a pleasant experience for clients by coordinating with vendors to provide solutions
- Provide regular updates, respond to inquiries, and address any client concerns in a timely manner
- Coordinate and facilitate regular client meetings
- Monitor and manage client order purchases
- Oversee the development of new client relationships
- Ensure client satisfaction and retention
- Job Qualifications and Skill Sets

Job Requirements

- Bachelor's degree in business administration, marketing, or a related field; MBA preferred
- Minimum of 1-year experience in business analysis or a related field
- Exceptional analytical and conceptual-thinking skills
- The ability to influence stakeholders and work closely with them to determine acceptable solutions
- Excellent technical and communication skills
- Experience using customer relationship management (CRM) software
- Experience creating detailed reports and giving presentations
- Competency using Microsoft Office Suite
- A track record of following through on commitments
- Excellent planning, organizational, and time management skills

Job Benefits

- Competitive pay commensurate with experience
- Annual compensation reviews
- Your work hours are flexible
- Paid Vacation and Sick Days
- Team environment with a professional development emphasis