



Title: Account Manager
Department: Sales
Reports To: Sales Manager
Division: Sacramento, CA
Position Status: Exempt

Job Summary:

Position is responsible for achieving sales quotas by driving sales revenue and market share in new or existing accounts. Responsible for planning and organizing daily work schedule. Keeps management informed by submitting activity reports. Works with clients to evaluate, identify and understand their account needs and recommends changes in products and services.

Essential Functions:

- Ability to effectively prospect for net new business.
- Ability to build and develop a loyal customer base.
- Follow up on new leads resulting from field activity.
- Organizing sales visits to new or existing accounts.
- Prepares presentations, demonstrations, proposals and sales contracts to new or existing accounts.
- Resolves account/client issues by investigating problems, developing solutions and making recommendations.
- Negotiate new or current contracts.
- Maintains professional and technical working knowledge.
- Ability to utilize sales database and related software.
- Maintain + Exceed Set Standards for Sales Dept.
- Ensure Communication Between Departments & All Levels of Management.

Knowledge, Skill and Experience:

- At least 2 years of outside sales experience, industry specific preferred.
- Ability to utilize sales database and related software.
- Ability to work independently.
- Excellent verbal and written communication skills, with the ability to communicate effectively on the phone, as well as, in person.
- Strong technical skills, both from a data entry standpoint and navigation through multiple CSM tools.
- Managing and executing the sales cycle.
- Minimum Education (or substitute experience) required: High School Diploma/ GED
- College degree preferred but not required.

We offer a Competitive Salary + Commission, Excellent Benefit Package (including medical, dental, vision, and life insurance). 401k package. Generous Holiday Schedule. In addition, we provide tuition reimbursement, on-going training, and company events.