

Sales Account Manager Position Description

Department: Various Departments	FLSA Status: Exempt
Reports to: Business Unit Manager	Date: 07-25-17

Primary Function:

Market and sell fabrication and manufacturing services in commercial and federal industries. Establish and maintain strong business relationships with customers and industrial establishments within these industries.

Essential Duties and Responsibilities:

- Develop and implement strategic sales plan to accommodate corporate goals.
- Direct sales forecasting activities to enable performance goal establishment.
- Review market analyses to determine customer needs, price schedules, and discount rates.
- Represent the company at trade association meetings to promote our capabilities.
- Deliver sales presentations to key clients.
- Meet with key clients and their representatives to maintain relationships and negotiate and close deals.
- Assist with the coordination between Bid and Proposal department and other related departments.
- Assist other departments within organization to prepare manuals and technical publications.
- Prepare periodic sales report showing sales volume, potential sales, and areas of proposed client base expansion.
- Assist in product research and development.
- Monitor and evaluate the activities and products of the competition.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Bachelor's degree (B. A.) from four-year college or university and three to five years related experience; or equivalent combination of education and experience.

Additional Requirements

Position requires extensive travel (50-60% of time) visiting customer sites, attending trade shows and performing job walkthroughs.

Proficiency in the use of standard computer programs such as Microsoft Word, Excel, Outlook and Project

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Position requires the employee have the ability to speak and hear clearly. The employee is frequently required to sit for extended periods of time; utilize a computer and keyboard; reach with hands and arms as well as use hands to manipulate, handle, or feel objects. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The job requires occasional overtime and frequent travel.

Work Environment

While performing the duties of this job, the employee is generally exposed to a normal office environment. The position requires the employee to occasionally be exposed to heavy industrial environment during fabrication shop visits where they may be exposed to eye and noise hazards, powered industrial equipment, as well as hazards associated with moving parts. Employee must be able to maintain situational awareness and wear personal protective equipment necessary to mitigate these hazards (e.g. hearing protection, safety glasses, safety shoes, etc.).