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## Job Description

<b>Job Title:</b> Account Manager		
<b>Department:</b> Sales	<b>Reports To:</b> Managing Partner (MP)	<b>Hours:</b> Minimum 45-50 hours/week
<b>Status:</b> Exempt		<b>Class:</b> Full Time
<b>Job Summary:</b> Acquisition and management of existing accounts. Under the direct supervision of the MP, works with other Account Managers and Production staff to meet goals and deadlines. Performs other duties as assigned.		

### Essential Functions:

1. Manage existing accounts, market new accounts; make 25 New Models and 30 follow-up calls per week.
2. Develop and report weekly an organized marketing strategy to MP.
3. Respond to on-call requests.
4. Pickup, deliver, collect and oversee all client orders.
5. Work well with leadership, peers and production staff.
6. Plan and implement marketing strategies with the aid of the Customer Service Representative.
7. Update and Maintain client database and sales notebooks.
8. Ensures that all company policies and standards are followed.

### Knowledge, Skills, and Abilities:

1. Able to understand client orders, communicate verbally and in writing with clients, co-workers and leadership.
2. Personable, articulate, knowledgeable and professional in presenting to clients and maintains a friendly customer service attitude while being persuasive with regard to project deadlines/limitations.
3. Ability to learn and enter data correctly into invoicing system for all completed client orders.
4. Able to demonstrate a high level of interpersonal skills, with both internal and external clients.

### Education and Experience:

Must have a High School Diploma or equivalent and 1 year sales or marketing experience preferred. College degree preferred. Experienced in supervising others.

<b>Requirements</b>	0-24%	25-49%	50-74%	75-100%
Exceptional ability to read, write and communicate.				100%
Move boxes up to 50 LBS. for loading and unloading into vehicle for transport.			50%	
Pull a fully loaded hand-cart between job-site and vehicle, then between vehicles to Production area.		25%		
Drive a vehicle in and around inner City and rural streets (depending on territory).			50%	
Carry, operate and respond to calls.				95%
Remain physically mobile for long hours at a time.			55%	

**Physical Dimensions**

Moderate Work: Standing, lifting, carrying, stooping, pushing and communicating.

Focus Solutions is an At Will, Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Your signature below indicates that you have read, understand and accept this description of your job.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified and may be changed, altered or adjusted at the sole discretion of the company.