



## JOB DESCRIPTION

Position: Account Manager	Revision Date: September 19, 2022
Reports to: VP Sales & Marketing	Department: Sales
<b>Purpose and Scope:</b> The Account Manager is the primary point of contact with potential and existing customers.	

Core Competencies	
• Customer Focus	• Strategic Thinking
• Problem Solving	• Accountability
• Industry Knowledge	• Results Driven
• Mediation and Negotiation	• Communication
• Takes Initiative	•

Responsibilities
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Seeks new business opportunities within assigned accounts</li> <li>• Keep sales pipeline updated and accurate</li> <li>• Communicate with existing customers on a regular basis to ensure customer needs are being met</li> <li>• Build and develop relationships by providing knowledge, capability, and expertise to potential clients</li> <li>• Provide weekly updates to VP of Sales &amp; Marketing</li> <li>• Negotiate favorable terms and prices with assigned accounts</li> <li>• Develop pricing and price strategies for new opportunities</li> <li>• Handle day to day interaction with customers</li> <li>• Maintaining Sales administrative responsibilities of designated accounts.</li> <li>• Position often requires attention during traditional non-working hours</li> <li>• Travel as needed</li> <li>• Other duties/tasks as assigned</li> </ul>

Job Specifications
<b>Knowledge &amp; Skill</b>
<ul style="list-style-type: none"> <li>• College/University degree and /or equivalent business experience</li> <li>• Minimum of 5 years experience, in Sales and/or Marketing in the Plastics industry</li> <li>• Excellent Presentation Skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Strong decision making and negotiating skills</li> <li>• Good knowledge of plastic resins, processes, and design</li> <li>• Working knowledge of MS Word, Excel, PowerPoint and Outlook</li> </ul>
<b>Training and Development Opportunities</b>
Financial Analysis Negotiation Training Injection Molding Training

### Approval

Manager/Supervisor:  
 Date:

Human Resources:  
 Date: