



### **ACCOUNT MANAGER WANTED!**

Caden Concepts is a promotional products distributor based out of Sherman Oaks, CA. We are looking for a Rockstar Account Manager. This is an opportunity to start a career with us and enjoy working with fun, creative products (and people) that can be used in a variety of business applications.

### **Key Responsibilities:**

- Provide in-house support for outside Sales People
- Provide the highest level of customer service to existing customer base.
- Perform Product Searches and Prepare Template Sales Presentations for Advertising Promotional Items
- Basic Design Work for template and mock ups for clientele
- Order Entry - Proof Handling - Job process communication
- Increase sales with existing customers.
- Make follow-up calls and send emails to existing customers.
- Work with existing customers on generating additional business through networking and referrals.

### **Requirements:**

- Strong knowledge of the promotional products industry including vendors and cost structures
- Must have strong computer skills with Microsoft applications (word/excel/PPT)
- Must have 2 years minimum experience with a customer service role.
- We'd prefer existing customer/vendor relationship to bring forward to the business
- Ability to multitask
- An outgoing personality and "customer-focused mindset."
- Strong internal motivation and drive for success.
- Ability to be detailed-oriented and focused on customer needs.

### **WE OFFER:**

- Base Salary with the opportunity to grow within the business
- Commission Program so greater earnings are possible in the future.
- Competitive Benefits package.
- Supportive coworkers in a creative working environment.
- Security with a profitable, stable company.

NOTE: Training provided. No outside travel required!