



Promotional Sales Account Manager

Job Summary:

The Promotional and Apparel Department is a branch of Tejas Office Products. The P&A department is responsible for sourcing, ordering and managing inventory for all promotional and apparel items for Tejas and our Clients.

Principal Responsibilities:

May include, but are not limited to:

- Work with sales team to develop ideas on promotional products for their new and existing clients
- Work strategically to come up with products that fit client budget and offerings
- Proactively acquire new business
- Attend client meetings to present product ideas and proposals
- Prepare quotes/proposals
- Track orders from submission to delivery
- Manage Inventory levels for select clients
- Process billing
- Maintain vendor and client relationships
- Meet budget goals
- Train and grow part-time Promotional Account Team

Job Level Specifications:

- PROMOTIONAL PRODUCTS INDUSTRY EXPERIENCE A MUST
- Demonstrate ability to act independently or with minimal supervision.
- Demonstrate working knowledge of product, pricing, customer service, marketing and sales promotion strategy.
- Demonstrate working knowledge of simple to moderately complex configuration solutions design and successfully apply variations in pricing based on factors that include volume discount, contractual pricing, special pricing, etc.
- Demonstrate working level of negotiation and customer service skills.
- Demonstrate attention to detail and the ability to organize, prioritize and accomplish multiple tasks based on process requirements.
- Demonstrate verbal, written, sales, marketing, presentation and interpersonal communications skills
- Ability to perform mathematical calculations.
- Knowledge of ASI and Sage
- Knowledge of distribution industry.

Requirements

- 3 or more years of promotional product customer service, sales or sales support experience
- Effective written and oral communication skills
- Expertise in ESP or SAGE preferred
- Strong organizational and problem solving ability
- Ability to meet deadlines, and work independently
- PROMOTIONAL PRODUCTS INDUSTRY EXPERIENCE A MUST