

**Blue Sky Marketing Group**, located in **Northbrook, IL** is a full service marketing agency specializing in premium promotional products and apparel. We have been providing a diversified client base with advertising and branding solutions for over 20 years. Blue Sky's values and relentless pursuit to guarantee client satisfaction has separated us from our competition and has given us our innovative, creative edge. We are seeking an energetic, enthusiastic and organized individual to help manage our top clients. This is a highly responsible position requiring the utmost discretion, tact and professionalism, and the ability to employ resourcefulness and creativity in solving problems and delivering the desired results. The ideal individual is a smart and organized professional with strong people skills and a willingness to learn and accept more responsibilities.

Qualified candidates will have experience working in a fast-paced office preferably in the promotional or hospitality industry. You must be high energy, able to keep up with tight deadlines, manage multiple tasks and be interested in working hard in a team-oriented environment. Prior account management experience and the ability to manage details is required.

**What you will do:**

- Assist in responding to customer calls and emails.
- Ordering samples and building relationships with various vendors, along with obtaining pricing and requesting quotes from vendors.
- Enter customer order and follow up on existing orders.

**What you should have:**

- High school diploma or equivalent; Bachelor's degree preferred.
- At least 2 years prior experience in managing accounts.
- Proficient in Google G Suite (Gmail, Docs, Sheets, Slides)
- Excellent written communication and customer service skills.
- The ability to juggle a large workload.
- Excellent verbal and written communication skills.
- Strong time management and prioritization skills with ability to multi-task.
- A positive attitude and a can-do approach to any task are essential.

**What you will get:**

- Competitive compensation
- Generous PTO package
- Awesome opportunity!

Please apply online at: <https://rrhrsolutions.applytojob.com/apply/T0TuzQ1c3y/Account-Manager?source=PPAI>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law