

ACCOUNT MANAGER

Are you a go getter? Do you want a competitive compensation package and a generous benefits package? Would you love to be a part of a high energy, fun team environment? If so, read on!

We are a full service marketing/branding firm specializing in premium promotional products and apparel and are located in the **San Diego** area. We have been providing a diversified client base with advertising and branding solutions for over 25 years. Our 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 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 environment; we strongly prefer experience in the **promotional** products 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:

- Provide effective and timely client support.
- Maintain updated knowledge of company products.
- Build and maintain client relationships.
- Act as point of contact for existing client's needs.
- Communicate with clients on their orders and other needs in support of product delivery.
- Communicate and support assigned Sales Representative by following up on projects and open orders.

What you should have:

- 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!

Work at home during the pandemic is allowed. Must be able to come to office at least a few days per week when appropriate.

Please respond to:

<https://rrhrsolutions.applytojob.com/apply/QF78OtYZzV/Account-Manager?source=ppai>

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