

Trainor Printing & Promotions

Job Title – Account Executive

Reporting to – Brian Trainor, Acting Sales Manager

Trainor Printing & Promotions is an established business providing excellent service to our customers for over 40 years. We are looking for an individual to contribute their ideas and skills to help us continue our growth and benefit personally from working with us.

Job Description – You will work with existing accounts to handle reorders of items. You will work with our Order Entry system to look up when the item was last ordered. This involves ensuring the correct quantity is being ordered in relation to when ordered last and going over any changes the customer is requesting.

Once this is done, the order is sent to the Production department so they can enter the order. As relationships are established with customers, you will find out more about the customer and what other services we could provide. Then speaking with customer contact about possibilities or finding out correct person for certain items in their organization and contacting them.

Questioning them to determine how we can be of assistance.

Reviewing information from customer to determine best course of action and work with Sales Manager and Production to provide information needed in order to secure new business.

Using contacts that you already have to develop new business. Taking leads from our marketing efforts to contact and develop new accounts.

Skills required –

Ability to provide excellent customer service

Enjoy communicating with customers and employees on a professional level

Good team member

Being familiar with working on computers.

Being willing to learn our systems

Knowledge in using Microsoft Documents or Google Docs

Basic math skills

**Send resumes to: Lawrence Trainor [ltrainor@trainorprinting.com](mailto:ltrainor@trainorprinting.com)**