

Booker Promotions has an immediate opening for an **Account Manager**. If you love a fast-paced, team-oriented work environment then we might just be the place for you! Booker is an imprinted promotional products distributor that assists its clients with creative, effective, and professional sales promotions.

The Account Manager will participate in the sales cycle for **current active accounts** - no cold calling required! The primary responsibility is project based to assist the Sr. Account Manager in business retention and growing accounts for business that we will provide you. The successful candidate will be on the pathway to becoming a Sr. Account Manager and managing their own book of business.

Specific Job Responsibilities include:

- Increase sales to clients by providing outstanding **responsiveness** and service
- **Proactively** engage with clients to determine needs and provide solutions
- Provide creative promotional product ideas to align with the client's needs
- Create proposals, quotes, and sales orders. Coordinate artwork
- Become a power user of our CRM system to stay **organized and proactive**
- Active participation in weekly team meetings and training sessions

The successful candidate shall possess/be:

- Prior account management or sales experience is a plus
- The ability to build relationships with clients in today's remote selling environment
- Self-motivated with a desire to grow sales
- Highly **detailed and organized** with the ability to multitask many client projects in a high paced, deadline oriented environment
- Reliable and trustworthy
- A positive and professional, can-do attitude
- Excellent communication skills and notable writing etiquette
- Strong computer skills with knowledge of CRM tools and typical promo industry software a plus

Salary and benefits:

- Salary commensurate with experience
- A full range of health care benefits
- Company IRA with matching
- Vacation and paid holidays
- Training and mentorship
- Opportunity for growth, promotions and increased income
- Atlanta head office or remote position

For consideration, please submit a cover letter and resume to [jobs@bookerpromo.com](mailto:jobs@bookerpromo.com)