



MNJ TECHNOLOGIES

Position Title: Account Manager

Department: Sales

FLSA Status: Exempt

Location: Buffalo Grove, IL or Chicago, IL

Reports To: Sales Manager

Position Purpose:

The primary purpose of this position is to create, build, and maintain long-term relationships with new and existing customers across the country and sell IT equipment and services to those relationships.

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific duties from this list does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Position Responsibilities:

- Accurately enter quotes and orders in system and follow through using appropriate resources through completion. Work with available resources (vendors, internal engineers, etc.) to meet customer objectives.
- Gather appropriate information needed for each order and submit as required.
- Meet annual profit target of at least \$200,000 in total profit each year.
- Develop and maintain positive relationships with new and existing customers.
- Continually prospect new opportunities.
- Conduct outbound phone calls and receive inbound inquiries on a daily basis.
- Attend sales meetings and engage in sales contests.
- Participate in MNJ marketing activities and drive attendance to local marketing events.
- Conduct customer business reviews as appropriate.
- Present annual business plan and periodic major account reviews to sales management.
- Other duties as assigned.

Position Requirements:

- High school diploma or equivalent required.
- At least 2 years of experience in IT sales.
- Effective communication skills, both written and verbal.
- Must be highly organized and possess the ability to multi-task on a daily basis.
- Must have the ability to manage time to maximize sales.
- Strong negotiating skills.
- Proficient with Microsoft Office products (Outlook, Word and Excel)
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to deal tactfully with vendors, customers, employees, and the general public.

Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Account Manager** and agree to perform the identified essential functions in a safe manner and in accordance with MNJ established procedures.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by MNJ or myself and that such notice can be made with or without notice.

Date

Employee's Signature

Employee's Printed Name