

Sales / Account Manager: Roles & Responsibilities

Job Title	Sales / Account Manager	Position Type	Part-Time Full-Time
Department	Office & Field	Direct Supervisor	President
Starting Pay	\$18-22 / Hourly	Commissions	0-5%

Responsibilities

- Sell products and services using solid arguments to prospective customers.
- Conduct over-the-phone or in-person meetings when necessary.
- Meet with clients at larger job site to assist with any questions or concerns.
- Expedite the resolution of any customer problems and complaints.
- Comfortable using google share drive, excel documents, and word documents.
- Familiar with sales software and the ability to learn how to operate Goodshuffle.
- Supply management with reports on customer needs, problems, and interests.
- Provide ideas for competitive activities and potential for new products and services.
- Perform cost-benefit analyses of existing and potential customers.
- Analyze the territory / markets potential, track sales, and provide status reports.
- Actively seek out new / existing prospects via emails, cold calling, networking, etc.
- Assist with pre-installation inspections to ensure a smooth job when needed.

Job Requirements

- 1-5 years of experience in the event rental industry
- Available to work during the week and weekends for up to 5-10 hours daily.
- Maintain positive business relationships to ensure future sales and good reviews.
- Friendly communication skills and patience when interacting with customers.
- Fluent in English (speaking Spanish is a plus)
- Ability to work a flexible schedule to include weekends, holidays, and peak season periods.
- Capable of being outside in the summer heat.
- Able to provide your own transportation to and from work or meetings with clients.
- Capable of prioritizing tasks so that things are done in a timely manner.
- Create and maintain a healthy environment between all employees.
- Comfortable working from home, in the field, and in the office when needed.
- Always taking pride in your work, no matter the task.