**ACCOUNT MANAGER JOB DESCRIPTION**

|  |
| --- |
| **EMPLOYER INFORMATION** |

**Name**: Unstoppable Steam Roller, Inc.

**Address**: 234 Oak St., St. Louis, MO 63000

**Phone**: (555) 555-5555

**E-Mail**: team@unstoppablesteam.com

|  |
| --- |
| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Western Account Manager

**Reports to**: Bill Shepard, head of sales

**Job Location**: Seattle, WA

**Start Date**: Sept. 1, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

|  |
| --- |
| **JOB DESCRIPTION** |

Construction equipment firm seeks someone to oversee accounts in the Western United States. This job will consist of frequent interactions with existing clients, as well as some client development. Will oversee team of engineers, customer service and salespeople.

|  |
| --- |
| **RESPONSIBILITIES AND DUTIES** |

|  |  |
| --- | --- |
| * Evaluate client priorities | * Periodically update firm leadership |
| * Respond to client communications | * Gather and analyze client data |
| * Interface with product teams | * Monitor trends in the industry |
| * Document client budget | * Help client form strategy |

|  |
| --- |
| **QUALIFICATIONS / REQUIREMENTS** |

|  |  |
| --- | --- |
| * Business degree/sales experience | * Comfort with data-based analysis |
| * Understanding of firm’s products | * Flexibility for client emergencies |
| * Friendly personality | * Finance and budget acumen |