

# Education Sales Account Manager Job Profile and Description

Sales Account Managers job entails selling or introducing our catalog of products to established and new clients. The account manager will build business through outbound calls, to request for orders, quotations, and build consumer business through marketing. The account manager's job is to build quotations on standard products, write orders and communicate pertinent information on them to customers. The primary duty involves tracking down and following up with higher ed institutions. Sales representative will be used to grow new business.

## Duties and Responsibilities

- Developing and building a lead generation plan, meeting or exceeding monthly or annual targets.
- Participating fully in training sessions, meetings, skill building and professional development classes.
- Identifying decision makers amongst the inbound/outbound leads in order to start sales process.
- Cooperating with Accounts manager and Sales Supervisor to determine essential strategic approaches for sales.
- Maintaining and expanding the database of prospects of the organization.
- Outbound and inbound account management and sales.
- Supporting the reseller communication channel throughout the sales interval.
- Attending sales group meetings concerning sales targets or forecasts, reporting on market situation.
- Handling cancellations or changes in sales order and communicating the changes with the related departments.
- Coordinating with customer service for status on orders from related plant departments in ensuring the delivery commitment to clients is met.
- Collating and consolidating report on monthly sales performance per sales personnel, per product, per region or office, and per industry.
- Emphasizing service or product features and benefits, discussing credit terms, quoting prices, and preparing sales order reports or forms.
- Creating and delivering qualified chances to Accounts Managers where allowed.
- Capturing of accurate and complete information in Customer Relationship Management system (CRM).

## Skills and Specifications

- Able to work in fast-paced, self-directed entrepreneurial environment.
- Exceptional verbal and written communication skills.
- Highly proficient level computer skills including Ms Word, PowerPoint, Excel and Outlook.
- Excellent telephone sales personality skills.
- Should be expert in CRM software solutions.
- Prominent organization and presentation skills.

- Excellent time management skills.
- Highly energetic and self-starter.
- Decision-making, problem resolution and creative thinking skills.
- Able to multi-task the activities with shifting priorities.
- Should be honest, assertive and systematic.

## Education and Qualifications

- Associates degree or higher
- Relevant training in sales.
- Knowledge of computer software.