

*Equal Opportunity / Affirmative Action Employer*

## **Account Manager**

### **Summary:**

Under the general direction of the VP of Operations as well as the Corp Sales Manager, selected candidate is responsible for profitably increasing sales revenue in existing accounts and expanding the customer base in the assigned territory or market. This is an outside sales position that requires working closely with the management and operations personnel in the office; therefore, will require a specific amount of time spent performing duties within the office as well as outside of the office.

### **Primary Responsibilities:**

- Present and sell all company services to current and potential customers.
- Assist in preparation of sales goals and project the number of contacts to be made.
- Follow up on assigned leads and referrals.
- Utilize CRM for maintaining customer database and related information.
- Prepare customer presentations and proposals.
- Maintain industry knowledge and trends.
- Establish new and maintain current customer relationships.
- Identify and help resolve customer concerns.
- Provide a weekly activity summary.
- Coordinate with management and other staff members to accomplish work goals.
- Follow up with ongoing and completed projects in order to identify additional opportunities and areas for improvement.

### **Additional Responsibilities, as necessary:**

- Participate in marketing events such as seminars, trade shows, and similar events.
- Coordinate schedules for product shipment and services.
- Assist in contract negotiations.
- Assist in new employee training.
- Assist in operations.
- Assist other departments which at times will include travel.
- Assist in collection of payments.

### **Requirements:**

- College Degree and/or minimum 5 year's relevant environmental industry experience
- Proven Outside Sales ability
- Willing to travel when needed
- Good knowledge on the use of Excel, Word, and Outlook
- Safety minded approach to business
- A team player with excellent social skills and a genuine interest for the emergency response business with strong self-motivation blended with honesty and integrity.

### **Knowledge of:**

- A thorough understanding of (or ability to learn) the following:
  - Environmental clean-up and remediation
  - OSHA and related training
  - Industrial Services including tank cleaning, hazardous waste disposal, etc.
  - Contractual obligations and applicability of scope of work before presenting a contract for review

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.