

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

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**Job Title:** Account Manager

**Status:** Full Time

**Reports to:** President/CEO

**Job Summary**

National Construction Management and Design/Build firm is seeking a qualified Sales Associate to join their fast-growing team. The Sales Associate will be responsible for driving new customer growth through various activities including performing research, generating leads, telemarketing, scheduling appointments, meeting with prospective clients, winning new clients and generating new revenue. The candidate must be results driven, detail oriented, and able to work in a fast-paced environment.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

* Perform research to find new leads.
* Prepare sales and business development presentations.
* Prepare marketing materials.
* Make phone calls to solicit leads and share our service offering.
* Schedule meetings with interested new leads.
* Present our services to prospective clients at in person meetings and over the phone.
* Generate new clients and grow revenue.
* Other responsibilities as assigned.

**Job Skills & Qualifications**

* 4 or more years in a Sales or Account Management positions.
* Strong track record of meeting sales quotas, KPIs, and driving revenue growth.
* Very strong verbal and written communication skills.
* Ability to multi-task in a fast-paced environment.
* Extremely organized and detailed.
* Ability to meet with clients throughout the State of Ohio.
* Intermediate knowledge of Microsoft Word, Excel and PowerPoint.
* Bachelor’s Degree in Sales or Marketing.
* Ability to work full time (8am – 5pm).

**Desired Job Requirements**

* Prior work experience with a Construction Management, Construction, or Architecture & Engineering firm.
* Prior work experience selling construction related products or services.

**Working Conditions**

* Ability to work full-time (8am – 5pm)
* Time is spent in an office environment
* Must be able to travel to locations for tradeshows or other industry support as needed
* Must be able to work in high pressure situations facing strict deadlines.

**Compensation**

* Salary Exempt role
* Base salary commensurate with experience

**Direct Reports**

* No Direct Reports

**Physical Demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**