



## **JOB POSTING: ACCOUNT MANAGER/INSIDE SALES**

### **ESSENTIAL DUTIES:**

- Represent Aztalan Engineering, Inc. in a positive and professional manner with all customers and vendors
- Work with all departments to satisfy customers and achieve company goals
- Develop and maintain customer and vendor relationships
- Respond promptly to customer inquiries and resolve complaints or direct unresolved issues to the designated resource
- Identify areas of improvement with all customers/vendors and assist in creating and leading solutions
- Monitor customer usage and part life cycles; relay information internally
- Organize customer/vendor meetings and prep the Aztalan team to insure all topics are covered
- Communicate and coordinate with internal departments (Quality/Engineering/Production) and be aware of all communication going back to customers
- Insure proper customer contacts are informed of all updates and status changes
- Participate in meetings and take responsibility for sales improvement initiatives and other assigned action items
- Generate requests for quotes to suppliers
- Process re-quotes as needed and pass along to customers
- Manage key vendor/supplier relationships and deal with any poor performing vendors
- Work with the Quality department on vendor audits and develop vendor scorecard system
- Handle or expedite any vendor delivery or quality issues
- Assist with completing sales projects for current customers and work with Business Development on inactive customers
- Assist with monthly/quarterly/yearly budgeting
- Keep records of customer/vendor interactions and transactions
- Prepare reports
- Less than 5% of travel
- Perform any other duties as assigned

### **ORGANIZATIONAL RELATIONSHIPS**

- No supervisory responsibilities
- This position reports directly to the President & CEO

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Must have strong interpersonal skills and strong verbal and written communication skills
- Must have proficient planning and organizational skills and must be effective with time management and frequent interruptions
- Must demonstrate initiative, accountability, and independent thinking
- Must be detail oriented and think analytically
- Must be accomplished in Microsoft Office products with general knowledge in data processing products supporting modern digitally integrated production control systems
- Must maintain a positive and professional attitude and demeanor



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### **EDUCATION, EXPERIENCE OR LICENSES**

- High School diploma or equivalent, required
- Bachelor's degree in Marketing, Business or relevant field, preferred
- 1+ years of sales experience, preferred
- Knowledge in JobBOSS ERP manufacturing programs, preferred
- Must have valid Driver's License

**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.*

- The work is typically performed while intermittently standing, walking, bending, crouching, stooping, reaching above shoulders, talking and hearing.
- Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.