



<https://scantibodies.com/job/account-management-representative/>

Account Management Representative

Description

We are looking for an Account Management Representative to join our team.

The Account Management Representative is responsible for maintaining a business relationship with customers by communicating, keeping record, tracking progress of orders, and provide follow up.

Responsibilities

- Receive and respond to customers, including entering orders, researching information and tracking progress of orders.
- Foster the business relationship with the assigned accounts and provide constant communication and follow-up with the customers on potential new business.
- Be familiar with the top 10-20 products and top 30-50 customers of SLI.
- Receive, review and enter into record customer specifications, assuring proper review and approval by production, QA and other appropriate personnel.
- Prepare various reports and PowerPoint presentations for the Business Development team as needed.
- Assist in the drafting of documentation as appropriate.
- Insure that both the incoming fax folder and CS Inbox have been reviewed each day and that any incoming inquires have been distributed for reply.
- Occasional travel for trades shows or customer visits may be required.
- Regular, reliable and predictable attendance.

Job Benefits

We offer a comprehensive benefits package to include paid sick, vacation, medical, dental, vision, life insurance and 401(k).

Contacts

Email your resume to: hr@scantibodies.com

Scantibodies Laboratory, Inc. is located at:

10946 Woodside Avenue North, Santee, CA 92071

Hiring organization

Scantibodies Laboratory, Inc.

Employment Type

Full-time

Job Location

10946 Woodside Avenue North,
92071, Santee, California, United States

Date posted

September 14, 2022