



## Junior Account Manager

Accurate Fasteners Ltd. is a dynamic company with a great work environment for those looking to develop their careers. The position allows for advancement through the company and possible commission. We are seeking an individual as a Junior Account Manager with relevant industry experience to join our enthusiastic and energetic team!

### **Key Responsibilities:**

- ) Manage and maintain customer accounts in the assigned territory through regular communication and travel for on-site meetings
- ) Develop a thorough understanding of company products and catalogue, including possible customizations and allowable configurations
- ) Responding to and answering product inquiries from current and prospective clients
- ) Establish an understanding of customer needs, and relay the information to the sales team
- ) Proactively follow up on leads and identify potential upsell and cross-sell opportunities
- ) Providing customer support for questions regarding our product catalogue and distribution process
- ) Coordination and communication with multiple departments within the company
- ) Preparing quotations for customers and escalating opportunities that may arise

### **Qualifications:**

- ) Valid Driver's License
- ) Outgoing and extroverted personality
- ) Strong client-facing communication skills, both written and verbal
- ) Proficient organizational and time management skills
- ) Professional work ethic
- ) Excellent problem solving skills
- ) Proficient computer skills (Microsoft Office)
- ) Ability to work well within a team and across departments
- ) Industry experience with fasteners is an asset
- ) Post-secondary education in a related field is an asset

**Full time. Monday through Friday. 8am-5pm. Hours may vary when travelling for work.**

Accurate Fasteners is an Equal Employment Opportunity employer. Accordingly, we will make reasonable accommodations to respond to the needs of people with disabilities in accordance with legislation.

### **About Accurate:**

Accurate supplies a comprehensive range of industrial fasteners to the furniture industry and manufacturing sector. Our products include: bolts, screws, nuts, washers, hex socket products, pins, rivets, bent wire products, and specialty items. In addition, all popular sizes of machine, wood and tapping screws in quadrex drive are available for immediate shipment.