

ATI Job Profile

Jr. Sales Account Manager/Sales Coordinator

Location: Novi, MI USA

ATI is looking for a Jr. Account Manager/Sales Coordinator to assist with achieving sales goals and maintaining positive customer relations. In this position, you will help customers and sales managers with sales related tasks. This position requires a friendly and highly organized person to help coordinate projects, customer communications and sales data. An entry-level sales coordinator must have a minimum of a high school diploma.

Responsibilities

- Forging strategic relationships and assisting in developing sales volume with new accounts
- Assisting in the preparation of sales plans & market analysis
- Supporting customers with pre- and post-sales information and assistance
- Process distributes quotes at the request of Sales Account Manager
- Process orders, manage account status, and resolve account/customer issues
- Provide back up support to Office Manager
- Maintain purchasing portal accounts (COVSINT, ARIBA, etc.)
 - Flip purchase orders to sales orders
 - Post invoicing from sales orders when product ships/delivered
- Maintaining and fulfilling e-commerce sales
 - Assist in inventory management
- Participating in seminars & product trade shows
 - Assist Marketing in maintaining published forms and documents
- Assist event planner for customer focused activities
 - Organize local customer lunches and events
- Update contacts/sales leads in the customer tracking software, staying current with email, returning phone calls promptly, and preparing reports or other communication, as needed.
- Willingness to learn product basics
 - This position could develop into full time sales account management role.

Qualifications

The ideal candidate will have the following qualifications and skills:

Essential Skills/Experience

- Excellent written, verbal, and interpersonal communication skills with the ability to establish strong customer relationships.

- Ability to work in a fast-paced team environment and to negotiate and communicate decisions.
- Self-starter with positive disposition to growth and change.
- Working knowledge of Microsoft Office tools

Education

Minimum of a high school diploma

Candidates who meet the preceding qualifications should email their resume to hr_us@accuratetechnologies.com.