



**Title:** Account Manager  
**Reports to:** Vice President of Sales & Marketing  
**Class:** Full-Time  
**Type:** Salary: Base Draw Salary/Commission - Commensurate with Experience & Performance  
**Revised:** 10/22/2009

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**Primary Role:**

*Responsible for carrying out all company goals and objectives, established by the Vice President, as it relates to this position. The Account Manager is responsible for exceeding sales revenue goals, developing and maintaining valued customer relationships, expanding the company's current customer base, and developing and maintaining professional selling skills*

**Responsibilities:**

1. Responsible for servicing existing client base while generating new business to expand current customer base
2. Providing timely and accurate response to customers' required proposal and/or bid circumstance
3. Responsible for writing and submitting professional proposals
4. Follows up on all sales leads in a timely and effective manner
5. Promotes AVE (Audio Video Electronics) and the products and services that are offered
6. Tracks and provides accurate sales information to company management
7. Provides accurate and timely submittal of sales orders and job notes to appropriate order processing and technical staff
8. Makes necessary sales presentations to customers and management as requested
9. Acquire and maintain sound knowledge of all product lines and services offered
10. Consistently work with management to develop a competitive pricing structure
11. Research and obtain information on position specific training opportunities
12. Exceed all company sales goals and objectives as it relates to this position
13. Other duties as required or assigned by company management

**Accountability:**

The Account Manager will be accountable to the Vice President. Secondary accountability will be to the other management team members, employees and customers of the company.

**Qualifications:**

The Account Manager shall possess a four-year degree from an accredited college or university with emphasis in business, marketing or engineering or an equivalent combination of education and experience in the field of sales or service of sound, video, lighting products and systems. Only Applicants with 3 plus years of experience in the AV industry in a selling capacity will be considered. The Account Manager should possess knowledge of customer relations, marketing and communications, and project management.

**Travel:**

It is expected that this position will require some travel but the majority of AVE business for this position is local and regional.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current driver's license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.