



Account Manager – Odessa TX

**Objective:**

Account Manager is responsible for the sales, distribution of goods and efficient operation of the branch location. The objectives of the Account Manager is to develop and sustain a strong customer relationship with regional accounts and ensure that the company is providing quality products and service to the customer.

The account manager will also ensure adequate and effective manning, efficient operation and control of work processes and inventory, etc.

**Specific Accountabilities:**

1. Set and support sales efforts for the branch region.
2. Monitor the progress of orders and expedite according to customer needs.
3. Provide quotations to customers.
4. Request product transfers to branch location.
5. Manage staffing requirements at the branch level.
6. Support the GM in establishing the branch level financial budget.
7. Meet or exceed business financial budget at the branch level.
8. Support Victoria TX assembly when required.
9. Participate in or lead the development of new products and services.
10. Included in on-call rotation.

**Authorities:**

Act

1. Hire and layoff as needed within approved plan
2. Provide leadership and training to branch staff

**Qualifications:**

1. 3+ years of experience in supervision or management
2. Confident and effective communicator
3. Sound analytical and computer skills
4. Good technical knowledge of the business unit product lines
5. Independent decision making capability
6. Self-motivated and driven

**Environment:**

This is an office position with frequent visits to customer offices and into the field.

**Reporting:**

\*This position reports to the US Manager

\*Peers include US Accountant, Administrative Coordinator, Purchaser, QC Coordinator

\*The direct reports are the Branch Tool Assembler