

**Position Description:**

U.S. Account Manager – Victoria, TX

Objective

U.S. Account Manager is to develop and sustain a strong customer relationship and ensure that the company is providing a high quality of product offering and service to the customer. This includes supporting the creation / revisions of customer price lists, through a good knowledge of the regional pricing market and customer requirements.

Specific Accountabilities:

1. Identify and investigate growth opportunities for Evolution Tools Inc. (ETI)
2. Track and report sales stats and report on status of pending contracts during weekly sales meeting.
3. Instruct, train, mentor and manage direct reports and other inside sales resources as assigned
4. Develop a sales strategy to achieve organizational sales goals and revenues
5. Identify lost sales and monitor customer accounts
6. Keep up to date on market trends and new products
7. Forecast annual, quarterly and monthly sales revenue for budget
8. Develop and maintain relationships with customers
9. Maintain Completion Tools Price List
10. Flag low margin sales for review during weekly sales meeting
11. Work with required ETI staff to satisfy Customer requirements and meet company goals
12. Perform sales for the U.S. Region
13. Complete Pronto Order Entries and follow the ETI Sales Order process as outlined in QMS.
14. Provide Pronto generated quotations to customers as required
15. Represent Evolution Tools Inc. in a positive and professional manner.
16. Included in on-call rotation.

Authorities: Act

1. Develop quoting procedures and issue quotes within approved margins
2. Communicate with customers regarding Accounts Receivable (AR)
3. Make regular visits to the customer accounts and maintain relationships

Qualifications:

1. Confident and effective communicator
2. Strong analytical skills
3. Good technical knowledge of the business unit product lines
4. Knowledge of specific customer needs
5. Basic computer skills and strong knowledge of in house ERP system (Pronto)
6. Self-motivated and driven

Environment:

This is an office position with occasional visits to customer locations.

Reporting:

*This position reports to the U.S. Manager.

*Peers include Operations Coordinator, Shop Supervisor, Branch Managers, Q.C. Inspector

*There are no direct reports to this position