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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Account Manager (Outside Sales) Exempt Position**

**Reports to:** President/Vice President

**Job Summary:**

The Account Manager visits customers on a daily basis. The position handles the placing of all customer orders to assure consistency. The Account Manager acts as the company “problem solver” for our customers. The position works with our vendors to assure the company is using all support and offerings provided. Additionally, in order to guarantee our customers timely delivery of product, the Account Manager coordinates all customer deliveries.

**Job Functions:**

* Develops relationships with and gets to know customer needs in an effort to provide excellent understanding of the customer’s issues.
* Assures that customer needs are taken care of in a timely and professional manner and if there are any issues, these are addressed quickly and to the customer’s satisfaction.
* Develops and maintains schedule of site visits to all customers to stay “top-of-mind” with both current customers and potential customers. Attends site visits and brings other employees with to establish stronger customer relationships.
* When it is necessary delivers product directly to the customer and assists in installing if required.
* Suggests cost or time saving alternative solutions for customer processes and procedures.
* Is continuously learning about our products from vendors – how they can be used, what they are built to do, etc.
* Performs other duties as requested by management.

**Skills Needed:**

* Strong verbal skills, both face-to-face and when utilizing phone
* Effective written communicator (email/text)
* Strong organizational skills
* Math skills including algebra
* Ability to search out information on computer

**Education/Experience Required:**

* Minimum of High School(GED is accepted)
* Prefer at least two years of field experience
* Previous work experience in the industry preferred but not required

**Other:**

* Work environment –You can be in the office or on the road visiting customers on a daily basis. The work environment at a customer can vary from dirty coal plants to clean and polished food and beverage facilities.
* Travel requirements are primarily local (within 75 miles). Most of your day will be spent on the road running between customers. Start and end times each day are dependent upon customer locations, route decisions and specific needs of the day.
* Physical Demands –Able to drive long stretches of time and be able to lift up to 70lbs. If customer requires installation of parts, agility will be useful.
* Position is full-time and typically Monday – Friday but this is dependent on customer emergencies and needs.
* Position may require possible after-hours callout to supply customer needs.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.