

SPARES ACCOUNT MANAGER

An innovative, expanding, international company rooted in the Annapolis / Kent Island area of Maryland is looking for an organized self-starter for their **Spares Account Manager** opening. As a customer centric, family oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Spare Parts Manager.

Responsibilities:

- Qualifies incoming inquiries for spare and/or replacement parts for processing
- Develops and implements a sales strategy with the Spare Parts Manager tailored to the Naval and Defense industry
- Builds value added relationships with Distributors, OEM Partners and Account Representatives
- Communicates with customers to determine their needs and suggest solutions to fulfill their requirements and solve their issues
- Creates and delivers technical and pricing proposals as requested by customers
- Completes regular follow up of specified accounts to update the status of active quotes
- Responds to customer requests for revisions to existing quotes and orders
- Processes orders when POs are received
- Works with customers to manage changes to orders that may occur as they move through the system
- Informs customers on the progress of orders and coordinates required shipping details
- Maintains and updates Salesforce records
- Gains industry and product line knowledge by studying product data and descriptions and participating in educational opportunities (company trainings, workshops, and seminars)
- Other duties as assigned

Required Skills/Experience:

- Knowledge of technical publications and technical equipment is preferred
- Experience in Naval and/or Defense accounts is a plus
- Detail-oriented with proficient computer skills, especially in the use of Microsoft products
- Experience with Salesforce CRM and Epicor is a benefit
- Able to work independently, make good decisions, and work as part of a team
- Proactive: able to anticipate issues and provide solutions

- Maintain a high level of responsibility and accountability
- A quick learner and adapt well to changes
- Ability to multi-task and prioritize
- Good communication and organizational skills
- A drive to learn new products and methods as well as draw on past experiences to help improve the company's products and methods

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental, and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Commission, 13 paid vacations days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available