

Associate Account Manager | Job Description

At Teammates we create great office environments for the Colorado market and beyond, by providing a wide variety of commercial office products. Teammates' passion and expertise is providing solutions from design to installation that enhance the customer's image, improve productivity, and create a work place meeting customer expectations.

We are searching for an Associate Account Manager. This role is designed to assist Account Managers throughout the sales process. Must possess the desire to learn the selling process, become a part of the selling team, and earn satisfaction from supporting the Account Managers throughout the sales process.

The day-to-day, Associate Account Manager, work will be directed by the Account Managers. You will report directly to the General Mgr. and will interact with the entire TMCI staff, Design Firms, Brokers, General Contractors, and Customers to identify needs and offer solutions.

TMCI represents many product lines, so the ability to learn product and its proper application is a critical skill. This knowledge will support in the preparation of proposals and bid materials.

As an Associate Account Manager, we expect you to be a financially motivated, customer oriented, self starter, who possesses a positive attitude and desire to be part of a results driven team.

You are responsible to provide support with furniture selection and process expertise to insure the projects you're involved with are successful. Below is a list of skills, expectations, and job requirements that will assist in driving success.

- Must be honest, ethical, professional, career focused, resilient, assertive, entrepreneurial, and customer oriented.
- Must have excellent attention to detail, be forward looking and be able to quickly solve problems.
- A positive, aggressive, attitude and a strong work ethic is a must as is a competitive spirit and a desire to be successful.
- Seek the rewards of a job well done, including the honor and respect of your peers. Willing to go beyond the call to provide outstanding service to clients.
- Listening skills and the ability to be consultative during the selling work best to provide solutions.
- Understand and able to support the entire sales process.
- Ability to work a flexible schedule, when the business requires it.
- A goal oriented, highly organized, focused approach, with the ability to multi-task will guide your daily activities and position you to drive success.
- Work in tandem with the Operations Team.
- Computer skills are required to use Teammates operating system. Team Design, Sales Logix and Microsoft Outlook are the core systems, but experience with, Xcel and photo shop would be helpful.
- This position will receive a salary, plus commissions based on the success of the supported Account Managers.

A list of tasks you might do in this role

- Enter and update information in Team Design and Sales Logix.
- Attend customer meetings with the Account Mgr.
- Prepare proposals (80%-90% complete)
- Deliver samples to customers.
- Work on bid documents.
- Attend some installation walk-throughs and construction meetings.
- Place orders and review acknowledgements.
- Gather fabrics, wood samples, finishes, etc...for client review and selection.
- Work closely with Design Dept. on furniture layouts.
- Follow-up with clients on punch list items and deliverables.
- Day to day interactions with customers and keeping the Account Mgr. in the information loop.

Location

320 S. Teller St.. Suite 250. Lakewood, CO 80226

