



TITLE: Account Representative (Machine Tool Equipment)

LOCATION: Edmonton, AB

JOB SUMMARY:

Reporting to the Edmonton Branch Manager, the Account Representative will be responsible for servicing existing Machine Tool customers as well as sourcing new business for a specific territory covering the Prairie Provinces. Key responsibilities for this challenging position will include creating machine tool equipment proposals and quotes for existing and new customers, prospecting activities to identify potential new customers in the territory, recording sales related activities and contact information in the company CRM database and getting the necessary training to become knowledgeable in the company's machine tool line of products. The successful candidate will be a high energy, self-motivated and outgoing professional with a take-charge attitude and a desire to work in a challenging environment.

ESSENTIAL RESPONSIBILITIES:

- Service existing machine tool customers in the territory creating and providing sales proposals and quotes
- Arranging customers service requirements when requested by customer
- Prospecting the territory for new machine tool customers
- Recording sales activities, contacts and opportunities and other relevant information in the company's CRM database
- Getting the necessary technical knowledge in the company's machine tool line of products by attending scheduled training sessions or sourcing information through self means
- Following the company's sales methodology when dealing with existing and new customers
- Communicating opportunities in the pipeline to the branch manager and/or sales manager
- Any other related tasks as assigned

EDUCATION & EXPERIENCE:

- Minimum 3 years experience as an outside Account Representative
- Knowledge of machine tool equipment a definite asset

SPECIALIZED SKILLS:

- A mechanical aptitude for machinery equipment
- Excellent computer skills including Microsoft Office
- Knowledge of MS CRM 3.0 an asset
- Highly organized, with high level of accuracy, thoroughness and attention to detail.
- Ability to take the initiative and proactive approach, combined with exceptional follow-up skills
- Excellent oral and written communication skills.
- Highly motivated and energetic, with a positive attitude and a pleasant and calm demeanor.
- Assertiveness, self-motivation and ability to work independently and as a part of a team.
- Proven ability to prioritize, multi-task and think ahead – anticipating the needs of the customer
- Ability to work well under pressure and meet deadlines for critical tasks.
- Motivation to learn

Please forward your resume to:

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