

# Job Description

Position: Account Manager  
Reports: Vice President Airline Sales



## Duties and Responsibilities

- Achieve company and individual goals and objectives
- Assist in the development, and implement, proactive sales strategies
- Prospect for potential new accounts
- Make introductions and presentations to new accounts
- Solicit requirements and process the customer's RFQ's in the database
- Search for suppliers and pricing information, enter into the database
- Develop competitive quotations in answer to the customer's RFQ's
- Follow up on quotations, overcome objections, close the sale
- Always be searching and on the lookout for opportunities to buy and sell the company's products
- Enter all data into the database, i.e. RFQ's, quotations, availabilities, repair information, customer/vendor updated information, etc.
- Follow up on all open SO's, PO's and RO's
- Assist in the training/mentoring of the Sales Assistants
- Effectively and professionally represent your company and your team to customers, suppliers, industry individuals and the public at large
- Promote teamwork and harmony by cooperating with others
- Other duties and responsibilities at the direction of the Vice President Airline Sales.

## Knowledge and personal characteristic requirements

### Equipment/Resources:

Fundamental computer skills; mastery of certain software programs (Quantum, MS-Excel, MS-Word, MS-Outlook, MS-Internet Explorer, Adobe Acrobat and others as required); Operation of facsimile equipment and software and copier equipment.

### Personal:

Excellent communication skills, written and oral; Basic understanding of the sales and buying cycles; good personal grooming and hygiene; Ability and desire to work with minimal supervision; Strong desire to succeed individually and as a member of a team; Pleasant personality and cooperative spirit.

Find out more by checking out our website at:

[www.jetinternational.com](http://www.jetinternational.com) or email [smachala@jetinternational.com](mailto:smachala@jetinternational.com)