



Job Description

Position Title	Department	Reports to
Account Manager	Sales	Director of Sales
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	January 2021

POSITION SUMMARY

The Account Manager (AM) contributes to STARC's revenue by maximizing STARC's penetration into existing accounts. The AM drives to help customers fully adopt their use of STARC across all projects that require temporary containment or isolation. The AM serves existing customer both reactively and proactively to build and maintain strong partnerships between STARC and its customers. The AM brings value to the customer that positions STARC and the AM as a trusted advisor for customers' containment and isolation needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Proactively contacting existing customers on a regular basis to learn about upcoming projects and needs;
- Responding to customer needs and requests;
- Securing referrals from customers in order to more deeply penetrate existing accounts;
- Generating new opportunities proactively within existing accounts;
- Occasional travel to conferences and customer locations;
- Other duties as deemed necessary for increasing revenue or improving customer satisfaction.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Demonstrated success in closing business is critical for the ideal candidate in this fast-paced environment;
- Exceptional ability to interact with customers at many levels within an organization;
- Strong written and oral communication skills;
- Excellent presentation skills;
- Intermediate skill level or above with CRM platforms, Salesforce preferred;
- Resourceful, resilient, professional, goal-oriented and customer-focused;
- A team-player and self-starter;
- Bachelor's degree preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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