



Key Account Manager

Sunbelt Greenhouses – 200 Thompson Dr., Douglas, GA 31535

Role Description: This is a forward-facing full-time position that will provide sales support for key house accounts within our organization. The ideal candidate must have the ability to multi-task and be able to demonstrate high energy, a sense of urgency, be self-motivated for success and have a desire to work hard for the benefit of our customers and company.

The candidate hired will work directly with our Sales Manager to ensure efficient operations based on, but not limited to, the responsibilities listed below.

Responsibilities:

- Process daily order entry expeditiously with careful attention to detail.
- Assist with identifying and resolving problems as they arise.
- Assist with coordinating deliveries and communicating those details to customers promptly.
- Maintain accurate customer information using a CRM database.
- Manage multiple sales functions simultaneously.
- Answer questions and requests from customers phone calls/e-mails.
- Identify potential areas of improvement to increase process efficiency.
- Develop written procedures for process improvement.
- Organize & inspect shipments for outgoing orders.
- Develop and maintain customer relationships.
- Locate and review plants in the greenhouse for quality, quantity, and status as needed.
- Run reports for both internal and external use involving sales analysis and order entry data.
- Travel within the South East calling on existing and prospective customers.
- Assist with customer pre-books, weekly sales reporting, and other administrative support tasks that arise.

Qualifications:

- High-school diploma or equivalent.
- 2-3 years professional sales experience, business to business or retail.
- Advanced knowledge of Microsoft functions with emphasis on Excel.
- Ability to work in a fast-paced environment and learn quickly.

- Ability to multi-task and balance multiple projects/tasks at once.
- Strong organizational skills
- Strong written & verbal communication skills.
- Strong time management skills; punctual.
- Reliable transportation.

Preferred Skills and Experience In:

- Building client relationships
- Inside sales
- Account management
- Business development
- Sales forecasting and reporting
- Horticultural knowledge

Schedule:

- Monday-Friday 7 am to 3:30 pm
- Significant Seasonal Overtime
- Some weekend work required during peak seasons
 - Mid-March thru Mid-May
 - November thru Mid-December

Benefits:

- Medical, Dental, Vision, & Life insurance coverage
- Paid Holidays and Paid Time Off
- Competitive compensation
- Commission and bonus potential
- 401(k) eligibility

Apply Here

