

## Summary

**Job Title:** Account Manager

**Department:** Customer Success & Marketing

**Job Location:** Cedar Falls, Iowa

**Reports To:** Customer Success and Marketing Manager

**Classification:** Full-time, Exempt (Salary)

### Job Summary

The Account Manager is a position that will execute ongoing dealer customer relations (60%) and customer project execution (40%) for marketing/sales support and dealer success initiatives. Tobroco Machinery, LLC is seeking a candidate with strong customer services skills and technical aptitude and is eager to support GiANT dealers in their business success through ongoing phone and email communications. They are dedicated to learning about compact wheel loaders and how they are used by professional arborists, landscapers, and farmers to make work easier and more efficient. They are adept at simplifying technical concepts for customer understanding and can contribute to strategies for online knowledge sharing.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Dealer Customer Relations (60%):

1. Relationship management of GiANT dealers – conducting proactive check-ins and answering ongoing questions related to GiANT sales programs and machine availability.
2. GiANT Machine quoting and ordering for assigned territories, including sales orders and work orders.
3. Sales enablement support for dealers
4. Monitoring of lead management system, reviewing metrics on weekly increments. Ongoing planning and communications to improve view rates and timely dealer action.
5. Weekly reporting and notetaking regarding dealer communications in an Excel file.

#### Project Ownership and Execution (40%):

6. Responsible for proactively setting team check-ins, managing timelines, and leading discussions around key projects to advance the business.

- a. Execution of trade show ordering, planning, and acting as liaison between TSMs, trade show, and exhibition companies such as Fern to solve unique circumstances.
  - b. Execution of dealer customer journey project tasks resulting in forward progress and development of GiANT dealer success initiatives.
  - c. Contributes to the development of business tools and systems to shift the common customer questions to an online, simple to navigate format.
7. Performs other duties as assigned.

## **Job Requirements and Qualifications**

### **Education and Experience**

1. At least 3 years' experience in customer service or sales: preferred experience in technical products, and/or compact equipment.
2. A valid Driver's License is required.
3. Bachelor's degree in related field preferred, a minimum of a bachelor's degree required.
4. Previous account management experience preferred.

### **Knowledge Requirements**

- Excellent interpersonal and customer service skills, with the ability to simplify technical information for customers and build strong relationships rough electronic communication and phone/video calls.
- Excellent time management and organizational skills.
- Ability to consistently execute a project plan.
- Strong analytical and problem-solving skills.
- Strong multi-tasking skills.
- Proficient with Microsoft Office Suite or related software.

### **Other Information**

- **Supervisory Responsibilities:** The Account Manager has no supervisory responsibilities.
- **Work Environment:** This position operates in a professional office environment.
- **Physical Demands:** This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, and filing cabinets is required. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is routinely required to stand, sit, use hands to finger, handle or feel, reach with arms and hands, lift files, open filing cabinets and bend as necessary. Visual acuity is required to perform computer work, analyze reports, and operate a motor vehicle. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. The Account may be subject to hazards, including moving mechanical parts, moving vehicles, and exposure to chemicals, while on the shop floor.
- **Position Type/Hours of Work:** This is a full-time position, and typical work hours and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Responsibilities occasionally



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may require irregular hours as deemed necessary. This may include an adjusted work schedule, long days, and early morning or late evening hours. Some flexibility in hours is allowed, but the employee must work a minimum of 40.0 hours each week to maintain full-time status. Work is in the office. Occasional work from home days may be possible after approval.

- **Travel:** 5-10% Travel
- **Other Duties:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements as individuals may perform other duties as assigned.

## Signatures

This job description has been approved by all levels of Giant Management:

President: \_\_\_\_\_

Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Account Manager: \_\_\_\_\_

Date: \_\_\_\_\_