



# SEBASTIAN

*Putting people first.*

**Job Title:** Sr. Account Manager  
**Department:** Commercial  
**Reports To:** Director, SMD

**FLSA Status:** Exempt, Salary+Commission  
**Location:** Fresno

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**Our core purpose to provide people with a great place to work and the opportunity to prosper, serving their communities, their company and their customers.**

### **Core Ideology:**

These are the essential and enduring principles of our company. Our core values are:

*Opportunity* to prosper

*Responsibility* to get things done

*Service* that exceeds expectations

*Respect* for customers, colleagues and community

*Loyalty* without entitlement

### **Job Description:**

Design and sell Business Communications, IT Products & Services, Video Conferencing, Audio/Video, Fire and Burglar Alarm Systems, CCTV systems and Access Control systems. Manage and develop assigned markets or territories. Work with general contractors, electrical contractors, and end-user commercial, educational, and institutional customers to develop relationships and revenue streams. Responsible for carrying out all company goals and objectives, established by the Sales/Marketing Director, as it relates to this position. The Sr. Account Manager is responsible for exceeding sales revenue goals, developing and maintaining valued customer relationships, expanding the company's current customer base, and developing and maintaining professional selling skill.

### **Essential Duties and Responsibilities:**

- Responsible for servicing existing client base while generating new business to expand current customer base.
- Call on general contractors, electrical contractors, and end-user (commercial, educational, and institutional) customers to sell products and services.
- Providing timely and accurate response to customers' required proposal and/or bid circumstance.
- Responsible for writing and submitting professional proposals.
- Follows up on all sales leads in a timely and effective manner.
- Promotes Company and the products and services that are offered.
- Tracks and provides accurate sales information to company management.
- Provides accurate and timely submittal of sales orders and job notes to appropriate order processing and technical staff.
- Makes necessary sales presentations to customers and management as requested.

- Acquire and maintain sound knowledge of all product lines and services offered.
- Consistently work with management to develop a competitive pricing structure.
- Research and obtain information on position specific training opportunities.
- Exceed all company sales goals and objectives as it relates to this

**Job Requirements:**

- Four-year degree in business, marketing or engineering or an equivalent combination of education and experience in the field of technology sales or service.
- Excellent written and verbal communication skills.
- Must be responsible, self-motivated, self-starter, personable and well-organized.
- Superior customer service skills to deal with both internal and external customers.
- Ability to manage multiple tasks simultaneously.
- Strong interpersonal skills; ability to work with diverse groups.
- Proficiency in the use of PC applications: MS Word, Excel, Access, PowerPoint and Outlook.
- Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
- Must be able to effectively handle stressful situations.
- Must be able to read and effectively interpret general business documentation.
- Valid and current driver's license.
- Must be able to type 45 WPM
- Ability to work well independently and with others
- Must comply with all company policies and safety procedures
- Must actively participate in a team environment and practice "Corporate and Spirit of 46 values"
- Must have good time management and the ability to meet deadlines
- Must have good judgment and problem solving skills
- Adherence to company CPNI policy
- High degree of accuracy and attention to detail

**Physical, Mental and Environmental Requirements:**

- Must be able to sit for long periods of time
- Must have minimal ability to stand, sit, squat, bend, kneel, twist, crawl, reach, push, and pull as required for light duties of standard office clerical positions
- Occasional lifting and/or carrying of objects weighing up to 10 lbs.
- Exposure to air-conditioned/heated office environment
- Hearing is required to perceive information at normal spoken word level
- Visual acuity is required for preparing and analyzing data, operation of office equipment, and determining the accuracy and thoroughness of work