



# Account Manager

## Job Duties

### Relationship Management

1. Establish, grow, and maintain relationships with clients and prospective clients.
2. Attend trade organization events, company sponsored events, etc. as necessary (may occasionally include work outside of normal business hours).

### Sales and Production

1. Measure, estimate, and price landscape maintenance, landscape enhancement, and snow removal jobs.
2. Deliver estimates to clients.
3. Follow up with clients.
4. Complete site visits regularly, as needed, to ensure quality control and identify new sales opportunities.
5. Coordinate with production teams to ensure that services are being provided to customer expectations.

### Administrative

1. Create production package for sold jobs.
2. Maintain sales tracking spreadsheet.
3. Provide necessary billing info to Office Manager.
4. Maintain files as needed.

### Professional Development

1. Grow and maintain industry and business knowledge.
2. Attend trade shows and educational seminars as available.

**Any other job duties as requested.**

## Education and Required Experience

- Team-oriented, service-driven, positive attitude is a must.
- Must be proficient in Microsoft Office, Excel, and Word.
- Minimum of one year of business to business account management preferred.
- Bachelor's degree preferred.
- Landscape experience a plus, but not required.