



Job Description

POSITION SPECIFICS

Job Title:	Account Manager
Department:	Service
Reports To:	Vice President-Service Division
Prepared Date:	February 26, 2018

ROLE

Summary: The Service Account Manager position is responsible for business development and acquiring new preventative maintenance service agreements. This person will be responsible for ongoing relationship management of current accounts.

Essential Duties and Responsibilities include the following.

- Business development and relationship building through proactive and consultative sales approach and listening skills.
- Interviews clients and develops appropriate approach, estimates preventative maintenance services and develops proposals for existing and new service core clients.
- Manages all assigned accounts to achieve sales plan and margin goals.
- Meets with major clients on a regular basis.
- Develops strategic account plans as needed and perform territory or area analysis to increase sales opportunities.
- Develops pricing and estimates for contracts that meet gross margin guidelines.
- Participates in associations and groups that promote opportunities for client development and Auburn Mechanical brand expansion.
- Ensures required paperwork is completed and submitted as needed to support operations team in execution of all work sold.
- Coordinates manpower requirements with the Service Coordinator and/or Service Supervisor to respond to customer service requests.
- Evaluates contracts at renewal and renegotiates contracts as needed.
- Ensures full compliance with Auburn Mechanical's safety programs.
- Collaborates and participates in developing, updating and improving sales tools, estimating sheets, sales deliverables, filed forms and marketing collateral etc.
- Performs relief and or project duties and responsibilities as needed for others in the department.
- Participates in on-call schedules as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent organizational skills
- Strong interpersonal skills
- Ability to multi-task
- Attention to detail
- Ability to remain calm despite heavy workloads
- Excellent organizational and time management skills
- Strong communication skills
- Results driven attitude

Education/Experience

Bachelor's degree and two to six years of related experience or equivalent combination of education and experience. Experience in Plumbing/Piping/HVAC related experience.

Computer Skills

Proficiency with Microsoft Word, Excel, and Access required. Proficiency with email required.

Certificates and Licenses

None required.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is in a standard office environment with desktop business equipment and frequent telephone calls. Noise level is moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee must constantly reach with hands and fingers. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required. The employee must constantly reach with hands and fingers.

Travel to customer sites. Rare overnight travel is possible.

The employee is occasionally required to lift up to 50 lbs.



2621 West Valley Hwy N
 Auburn, WA 98001
 (253) 838-9780

APPLICATION FOR EMPLOYMENT

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION			
LAST NAME:	FIRST NAME:		MIDDLE IN:
PRESENT ADDRESS:	CITY:	STATE	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?	
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
How did you learn about this position opening?			
Were you known by any other name at any job or school listed on this application? What name(s)?			
At which school(s)/employer(s) were you known by this other name?			
EDUCATION			
	Name and Location of School	Years Completed	Did you graduate?
High School			
College			
Trade, Business, or			
Graduate school			
SKILLS			
<input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____			
PROFESSIONAL REFERENCES			
Please list three persons, other than relatives, who we may contact about your professional work experience.			
Name	Years Known	Relationship	Telephone Number

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
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Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date

Place Cover Letter Here



ACROBAT: Submit
Combined Application

IN BROWSER: Save this PDF and
email to HR@auburnmechanical.com