

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets of Cleveland, Detroit, Toledo and beyond. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

<b>Job Title:</b>	Junior Account Executive		
<b>Position Type:</b>	Full-time	<b>Location:</b>	Cleveland, OH
<b>Reports to:</b>	Vice President of Sales	<b>Contact:</b>	Melissa Caples <a href="mailto:mcaples@aminteriors.com">mcaples@aminteriors.com</a>

**Primary Responsibilities:**

- Be the face of our organization. Educate the customer, be a resource and advocate for the customer
- Seek opportunities for new business by actively cold-calling and also utilizing existing resources for warm leads
- This includes calling on end users, real-estate brokers, A&D, as well as consultants in the interiors industry
- Provides professional customer interface by attending client planning meetings to determine end results
- Join lead groups or industry trade associations to market yourself and the company. This includes after hours networking.
- Prepares presentation material (RFP responses and quotations)
- Calculate discounts/gross margins with sales manager/VP of Sales
- Utilizes product matrix to seek opportunities within an existing and/or new account
- Offer unique solutions that will help a customer meet their business and financial goals
- Provide monthly sales forecasts to the VP of Sales
- Benchmark against the yearly sales goal striving to both meet and exceed the goals set forth
- Thoroughly understand the products that we offer as well as our competitors' products
- Regularly and consistently demonstrate the American Interiors values and guiding behaviors

**Basic Qualifications:**

- Excellent customer service and communication skills
- Strong organizational skills to remember the important details of each project and scope of work
- Must be detail oriented and have the capability to be responsive in a timely manner
- Ability to prioritize and manage multiple tasks
- Must be self-motivated with entrepreneurial nature
- Aptitude with technology and willingness to learn and improve daily
- Outstanding interpersonal skills and the ability to work closely with all members of the project team
- Computer literate (word processing, spreadsheets, project applications)
- Must have a passion for winning and the drive to seek out new business daily

**Preferred Qualifications:**

- Bachelor's degree in Interior Design, Interior Architecture, Interior Construction, or Sales/Marketing
- 1-2 years of sales experience
- Ability to read construction documents and specifications
- Experience in CAP 2020 & Visual Impressions a plus

**We treat our employees: as we would treat our clients with trust, collaboration and passion.**

