

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.

Job Title:	Intern: Junior Account Manager		
Position Type:	Part-time	Location:	Cleveland, Detroit or Toledo
Reports to:	Vice President of Sales	Contact:	Melissa Caples mcaples@aminteriors.com

Primary Responsibilities:

- Educate the customer, be a resource and advocate for the customer
- 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 solutions that we offer as well as our competitors' approach
- 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:

- Seeking a Bachelor's degree in Business, Professional Selling, Services Marketing, Marketing & Communications

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

