



ACCOUNT MANAGER Cleveland, Ohio

COMPANY DESCRIPTION:

System Seals is a recognized leader in hydraulic seal technology - specializing in the design and manufacture of complete sealing system solutions. We deliver highly customized seals to meet the needs of every client in a wide range of industrial markets, including: steel mills, hydraulic presses, injection molding, mining and more.

RESPONSIBILITIES:

- Answer telephones promptly and professionally
- Maintain continuous evolution of product knowledge
- Display a "can-do" attitude that makes it easy for the customer to do business with System Seals, Inc.
- Be able to identify/capable to learn to identify seal profiles and materials
- Be able to read or learn to read blue prints
- Check on inventory and raw material availability before establishing delivery dates
- Provide proposals in a timely manner
- Cross reference competitor part numbers and profiles
- Track and complete projects in accordance with customer expectations
- Demonstrate a willingness and desire to enhance product knowledge and new sales trends
- Apply an understanding of customer specific markets and business segments and sell and service accordingly
- Apply an understanding of application data and recommend appropriate profile and material
- Establishes and maintains customer relationships
- Maintain accurate records
- Communicate professionally, both verbally and in writing
- Work well independently and as part of a team
- Resolve conflicts promptly and professionally and provide timely customer follow-up
- Customer Service: 30%; Quoting: 20%; Order Entry: 20%; Other Duties (Shop/Office); 30%,

REQUIREMENTS:

- Some college coursework required, bachelor's degree preferred
- Excellent communication and customer relationship skills
- Strong strategic planning and project management abilities
- Excellent computer skills including, Microsoft Office, Databases, and Outlook
- Ability to continually learn technical details of sealing solutions

PHYSICAL REQUIREMENTS: Sit [75%], Stand [25%], Lift [up to 25lbs], Walk, Bend, Stoop, Reach, Push, & Pull, as well as Finger/Hand dexterity.

**Qualified candidates, please forward your resume's to Phyliss@systemseals.com.
System Seals' is an EOE and offers a drug-free work environment.**