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## **NEW BUSINESS SALES / ACCOUNT MANAGER**

### **JOB SUMMARY:**

New Business Sales / Account Representative will provide strong sales & negotiation expertise to develop new relationships (domestic & foreign customers) as well as manage existing customers. This person must be ambitious and eager to gain new accounts and manage existing clients. In addition, be eager to learn and bring a solid presence to promote Tachi-S Engineering USA.

### **ESSENTIAL FUNCTIONS:**

Responsibilities include but are not limited to:

#### **SALES IN THE FOLLOWING CAPACITY:**

1. Sales visits to customer locations (5-10% domestic travel).
2. Seek new customer's business by developing relationships & imparting knowledge of Tachi-S engineering's products/services.
3. Develop marketing and presentation materials for specific meetings.
4. Support RFQ (Request for Quote) activity; Develop sales quotes for presentation to Customers
5. Create RFM (Request for Material) work orders based on requests relative to sales for Customers.
6. Maintain strong customer relationships with automakers' engineering and purchasing departments
7. Track each program's costs in relation to development budget and ensure program costs are properly billed.
8. Attend program meetings to monitor and control costing issues.
9. Responsible for current and new customer account management satisfaction through communication and responsiveness to inquiries or problems.
10. Seek out trade events and represent Tachi-S Engineering at these events.
11. Stay knowledgeable about trends in the industry

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Excellent verbal / written communication skills with people at all levels of the organization
2. Great organizational and time management skills; detail oriented
3. Possess strong negotiating skills
4. Ability to adapt to changing situations and take the initiative necessary to complete projects
5. Skilled at troubleshooting and problem-solving; autonomous thinking
6. Possess a creative, proactive and results oriented mind set
7. Possess the ability to direct individual accomplishments toward organizational objectives.
8. Strong PC skills including Microsoft Word, Excel and Project. Must be able to lead presentations especially through power point.
9. Possess the ability to be persuasive and work well with others
10. Automotive account management experience

### **MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, EXPERIENCE:**

1. Bachelor's Degree in Business, Engineering, or related field
2. At least 2 years automotive industry experience strongly preferred
3. Customer facing experience
4. Must have a valid driver's license

**Send Resume to: [j.forte@tachi-s.com](mailto:j.forte@tachi-s.com)**