

Account Manager

HOURS OF WORK: Monday through Friday 8:00-4:30

COMPENSATION PER HOUR: Salary + bonuses

START DATE: April 2020

THE OPPORTUNITY

We are seeking an Account Manager in the Hazard, Kentucky and surrounding areas. The successful candidate will be experienced in customer service, building relationships, gathering information and proposing solutions.

It goes without saying that you should delight in meeting new people, notice details, and intuitively display a communication style that lends to building professional relationships.

We are looking to utilize your superior communication skills and talents that allow you to contribute to a premier organization, we invite you to apply.

If you're more of a "sit in one spot person" who hates being in charge of your own day and how you spend your time, and would rather be in front of a computer this is not the role for you.

WHAT WE DO

Precision Duplicating Solutions (PDS) is a successful, locally owned business that is based in London, Ky with a second location in Lexington, Ky. We sell and service office equipment and offer solutions for document handling requirements for many hospitals, schools, businesses and other organizations.

Businesses, schools and non-profits were being trapped by overinflated leases, huge buyouts, excessive down times, and no one to turn to for a better solution. Precision Duplicating Solutions is our answer to the problem, we are the alternative offering great machines and software at low costs and something even newer to the industry.

WORK WITH AMAZING PEOPLE

Reena and Earl Philpot are a husband and wife team, with a combined experience of over 35 years in in service and sales in the document management industry. The PDS team also includes customer service reps, service technicians and IT support.

WE WANT TO MEET YOU BECAUSE YOU ARE

1. Desire to work with others and strive for team goals
2. You have experience building business relationships
3. Intrigued about continual improvement and helping others
4. You understand the importance of gathering information in order to see the whole picture and help others make changes for the better.
5. Possess great communication skills and know-how to show others a better way or a plan for improvement.
6. Trustworthy and can be counted up to safeguard confidentiality
7. Balanced temperament, not easily overwhelmed with competing demands.
8. Enjoy learning new software and work processes.
9. Are coachable and receive feedback with ease.

THE ROLE

- Work within a designated area to introduce yourself and the company to the businesses within your territory.
- Provide attention to detail as you prepare documents and various correspondence.

- Track and maintain activities such as who you have met, their current situation, next steps,
- Evaluate incoming leads and prepare appropriate responses and follow up.
- Prepare proposals based on your recommendations for improvement.
- communicate effectively with the team
- confidently present in front of individuals and groups
- Complete various administrative duties as required, such a process and invoices, general inquiries, company mailings, shipments, and deliveries.

REQUIRED EXPERIENCE WITH

Microsoft Office Suite, G Suite, Dropbox

WHAT YOU CAN EXPECT FROM US

We hire grown-ups and we will treat you like one. You will be expected to take responsibility for yourself; we do not micromanage. We are stacking a team of professional, competent and highly engaging team members whose goal is to provide stellar customer service to our family of clients and customers.

We are an equal opportunity employer who is delighted to offer options for health benefits and retirement plans to our full time employees.

HOW TO APPLY

Submit your resume and references to Reena Philpot at reena.philpot@pdscopiers.com using the subject line: Copier Jams don't make me cry

Only candidates who fit our hiring criteria will be contacted for an in person interview.

CANDIDATES ARE WELCOME TO APPLY PRIOR TO CLOSE OF BUSINESS ON March 13th.