



Job Title: Account Manager – Sales Executive
Location: Westlake, OH

Overview of Position

Shamrock is a sales-driven company, and we are looking for cream-of-the-crop sales talent. This is an opportunity for a bright, energetic professional to work with a full-service marketing communications company. The successful candidate will provide exceptional sales support and account coordination for a wide range of clients as they prepare to move into a full Sales role.

The Account Manager-Sales Director role requires 6-12 months of training to learn our business. This will include an advanced course on digital marketing strategies as well as on-the-job training performing account management duties. After the initial training period, this role becomes an outside sales position that will require both business development (hunting) and account management skills.

About Shamrock:

Shamrock is a results-focused, creative-minded, full-service marketing company. We specialize in generating the ideas, aligning the products and services, and creating the efficiencies that help companies thrive.

Off-Line / Traditional Marketing – Producing & managing off-line marketing materials requires the right blend of creativity, technology, and program management expertise. Shamrock delivers:

- Brand Marketing
- Creative Design
- Print Production, Packaging, Direct Mail
- Premium & Promotional Merchandising
- eStores & Fulfillment

On-Line / Digital Marketing - Every company needs more leads and sales – Shamrock helps clients put the right message - in front of the right audience - at the right time - which means more leads, more sales, and more profit. Shamrock delivers:

- Website Strategies, Design & Optimization
- Content Marketing
- Social & Reputation Management
- Email Marketing
- Marketing Automation
- SEO
- Paid Advertising / Programmatic

Responsibilities during Training

- Support sales efforts through all phases of the sales cycle
- Handle all aspects of account management including client engagement, sourcing, and order management
- Research products, prepare quotations and presentations
- Develop and maintain productive internal & external client relationships
- Oversee fulfillment programs including monitoring/addressing inventory levels, restock quantities, and reorder points

- Maintain comprehensive knowledge of industry trends, products/services, vendor partners, etc.
- Serve as a brand Ambassador to support Shamrock's Corporate Mission

Responsibilities as Sales Executive

- Plan for your success by setting goals and identifying the strategies and activities required to achieve success.
- Consistently grow your business
 - Prospecting / Business Development – Find new clients using various sales tactics and tools such as Hubspot, networking, cold calling, etc.
 - Develop Accounts – Provide *Raving Fan Service*, and cross sell / up-sell to maximize account penetration
- Collaborate with peers, suppliers, and Shamrock management to ensure success

Requirements

- Associate or Bachelor's degree in business, marketing, or related field preferred
- 1 + years' direct sales experience
- Promotional products, commercial print industry, digital marketing knowledge a plus
- Strong customer service orientation
- Ability to work with people in varied organizational relationships
- Demonstrated ability to multi-task, prioritize, and work with a sense of urgency to meet deadlines
- Strong written and oral communication skills
- Strong computer skills and the ability to learn new software; comfortable with modern technology
 - Microsoft Office – Outlook, Word, Excel, PowerPoint, Teams, One Drive
- Experience working with databases and associated file types a plus
- Strong attention to details, organizational system, time management and documentation skills
- High level of flexibility, reliability, and dependability
- Exceptional "can-do" attitude