

1. Job Information

Title:	Account Manager
Department:	Account Managers
Location:	Charlotte, NC
Schedule:	8:30am - 5:00pm
Manager	Tom Robinson

Description:

TR Fastenings Ltd specializes in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,300 people in 34 locations in 16 countries. Every colleague around the world is a valued member of the TR Team who, on a daily basis work together to deliver a high-quality service for all of our customers.

We are rapidly growing and we looking to recruit two Internal Account Managers on a permanent basis to join our established team in our Charlotte location (TR Falcon Fastening Solutions).

This position will be responsible for the management/service of existing customers, including quoting, purchasing, and managing the inventory for its account. This role will work closely with the customer on different projects and inventory requirements.

2. Key Responsibilities

- Manage inventory programs for customers. (Quoting, presenting information, purchasing and managing inventory levels)
- Work closely with customers on projects and inventory requirements
- Establish positive long-term relations with customers, vendors, and co-workers
- Grow base revenues by securing additional production components
- Work with TR Falcon's staff to create/provide quotes for new parts to customers
- Responsible for maintaining adequate margin percentage levels for customers
- Responsible for managing inventory levels for customers according to company goals
- Work on continuous improvement projects with team members

3. Qualifications / Skills

- Bachelor degree in business or a minimum of 5 years of industrial distribution experience
- Minimum of 5 years of experience working in the customer service field

- Purchasing / Inventory management experience preferred
- Proficient in Microsoft Office
- Personable, good interpersonal skills to be able to work with others
- Be able to communicate effectively with others
- Self-motivated person
- Experience working with Prophet-21 from Epicor is preferable but not required
- Knowledge about the fastener industry is preferable but not required