

# THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

## **JOB DESCRIPTION: ACCOUNT MANAGER**

In business for over 60 years, The Kingswood Company is the leading private-label manufacturer of consumer products for the jewelry industry. We serve some of the best-known retailers and brands in the world, and are seeking qualified candidates for an **Account Manager**.

We were recently recognized as one of the 100 fastest growing companies in urban America by Fortune Magazine. We have a culture of hard work, excellence, and innovation.

This position has an assigned book of business, and a great deal of opportunity for new business development will be developed and supported both at the individual and team level. Training is provided, and additional opportunities to develop national relationships in the jewelry industry will be supported. Development of product merchandising and marketing skills are also part of this position. There is the opportunity to take on a meaningful leadership role, and additional responsibility as our company grows.

This is an ideal position for someone who wants to be a part of a team in a growing successful company, and interested in inside sales, personal consumer products or the world of jewelry. You will make countless connections and develop lasting relationships!

## **PRIMARY DUTIES:**

Daily tasks will include:

- Completing Outbound and Inbound sales calls as assigned and directed.
- Managing and growing relationships with assigned and developed customers.
- Travel 1-2 times per year for trade shows. This will include but is not limited to pre- and post-show sales efforts, setting up and tearing down of booth, selling and networking at relevant show events, and representing the company with utmost professionalism. All travel and lodging expenses will be paid for by the company with a per diem for food and other agreed upon expenses. You will also be compensated for your time at the shows, as well as travel time, as is appropriate for your position, and consistent with applicable regulations.
- Possible additional travel 1-2 times per year for customer meetings.
- Professional behavior when making phone calls and dealing with customers.
- Development of your professional and sales skills by actively participating in sales training, attending educational workshops; reviewing professional publications.
- Assist in resolving Customer Service Issues, as appropriate.
- Assist with creating and implementing new processes to develop our sales team and marketing efforts.
- Contributes to team effort by accomplishing related results as needed, and supporting other sales team members through collaboration and teamwork.
- Other duties as assigned.

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## **POSITION TYPE:**

Full Time: 40-45 hours per week | Office Hours: 9:00 am – 6:00 pm  
Must be available for travel for trade shows (expenses paid), in May-June of each year.  
Most hours worked will be on-site, in our office, located in Columbus, Ohio.

## **DESIRED MAJOR/EXPERIENCE:**

Bachelor's Degree required. Liberal Arts or Business Administration.  
Communications, Marketing or English majors are often successful in this position.

The ideal candidate has 3-5 years of experience in inside sales/phone sales.

## **QUALIFICATIONS:**

In addition to a college degree, the ideal candidate for this position will possess / will be:

- 3-5 years of experience in inside sales
- An ability to work well and closely with others
- Strong organizational skills and positive demeanor
- An ability to multi-task, set priorities and maintain them
- The ability to effectively utilize Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- The ability to manage your calendar and meet sales activity requirements, and effectively utilize our CRM tool
- A personality that is goal-motivated, persistent and optimistic
- Oral communication skills which are clear, concise, grammatically correct and effective
- The willingness to learn new applications and skills

## **SALARY LEVEL/COMPENSATION:**

Base compensation: Based on experience. Base compensation range is \$17.00 – \$24.00 per hour. Overtime, paid after 40 hours per week.

Incentive Compensation: **We have an extremely rewarding incentive compensation plan**, and it is our goal to support you in a manner that your efforts are rewarded through this Plan. Incentive comp for team members in similar positions range from 10 – 50% of base salary.

Additional Benefits will also be provided as follows:

- Access to a health care plan effective 90 days after start date, and the opportunity to add health insurance (medical/dental/vision) for family members at the employee's expense. Short term disability insurance is available for employees. The Kingswood Company pays 50% of benefit plan premiums for employees.
- Access to a company sponsored life insurance plan.
- Participation in the Company's SIMPLE IRA Plan, and eligibility to receive dollar for dollar Employer Matching Contributions.
- 6 Paid Holidays

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- 2+ weeks Paid Vacation annually

**ADDITIONAL INFORMATION:**

Visit our website at [www.thekingswoodcompany.com](http://www.thekingswoodcompany.com).

An acceptable Drug and Background check through the Company's provider will be required upon acceptance of your offer. This will be paid for by the Company.

**HOW TO APPLY:**

IF you meet the qualifications, and are interested in the position, please submit RESUME AND COVER LETTER indicating your interest in this position, to [hr@thekingswoodcompany.com](mailto:hr@thekingswoodcompany.com).