

## **Asst. Sales Account Representative**

### **American Mitsuba – Novi, MI**

American Mitsuba (AMN) an international automotive parts supplier is looking for an Account Representative to join our Sales Department in Novi, Mi. This is not an outside sales position. This individual will promote, secure and service the company's products to automotive manufacturing establishments at the sales office or customers place of business. This individual will work as a liaison between AMN, customers, suppliers and other departments to provide and maintain the highest possible customer relationships and satisfaction.

The following is a partial list of expected responsibilities/skill sets:

- Assisting with preparation of sales forecast and future business plans.
- Preparation of price quotations, proposals, bids and delivery dates based on customer parts, prints, etc. Manufacturing process and schedule.
- Project Management to support and coordinate programs to accommodate customer requirements. Edit, analyze and respond to customer inquiries/correspondence.
- Preparation of reports of business activities, sales volumes, maintenance of file, references, price lists, etc.
- Requires the ability to calculate figures and amounts such as materials, manufacturing sales costs, unit pricing, freight charges, price increases/decreases, must be able to apply concepts of algebra and geometry.
- Lead engineering activity to assist with technical issues.
- Interpretation of a variety of instructions furnished in oral, written, diagram and schedule or forecast analysis form.
- Excellent presentation and time management skills.
- Understanding of and the ability to use personal computers and software applications written communication and spreadsheet analysis.
- Knowledge of Automotive industry and manufacturing are essential to this position as well as reasoning ability solve practical problems and deal with several variables in situations where only limited information exists and standard procedures have not been established.

Job Type: Full-time

Salary: \$45,000.00 /year

Required education: Associate Degree

Required experience: Account Management or Sales equivalent: 1 year