
Account Manager

Toronto Ontario

The position is located in Toronto. The **Account Manager** is expected to work on connecting with prospects that are interested in improving their business through software. The individual must maintain a high level of product and service knowledge in relation to BAASS. They are responsible for providing prompt, courteous and knowledgeable service to clients and prospects. The individual must be able to work both independently and in team environment as our internal business processes encourage various departments to interact and problem solve together.

Responsibilities

- Maintain a high level of service to existing customers, managing the customer relationship from contract execution through delivery
- Inquire about referrals from customers where possible
- Business development - creating opportunity, managing pursuits, closing deals.
- Client delivery assurance - along with the delivery leadership on the account, bearing the responsibility of delivering value to the client, on time and on budget.
- Lead discovery meetings to extract a potential prospect's requirements
- Qualify new business prospects and build an active, high potential prospect list which will remain the property of the company at all times
- Solicit and forward sales agreements to the Sales Manager for approval and acceptance
- Attend scheduled meetings with reporting manager and ensure the calendar is booked to reflect all assigned tasks
- Maintain a professional appearance, demeanor and attitude at all times
- Ability to attend and conduct presentations
- Frequent car travel to customer site

Qualifications

- Knowledge of Sage Software products preferred
- Willingness to work within a flexible and collaborative team environment
- Microsoft Office: Word, Excel, Powerpoint and Outlook
- Strong written and verbal communication
- Ability to maintain
- Strong organizational skills - timesheets and expenses completed in a timely manner, communications on schedule to prospects and clients
- Ability to multitask and prioritize while remaining focused and organized
- Ability to travel: 20%
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Please send all applications to hrsupport@baass.com by May 31st, 2016.