



## **JOB PROFILE**

**Date:** July 5, 2021  
**Position:** Account Manager  
**Status:** Full-Time  
**Location:** Burnaby, BC - Head Office

---

## **POSITION OVERVIEW**

Hemlock Printers is a North American leader in the rapidly changing and transforming business of print communications. In business for over 50 years, we are truly best-in-class and deliver superior results through expert craftsmanship, advanced technology and sustainable practices. Our head office location is seeking the addition of a proven and experienced Account Manager interested in a long-term career opportunity to work with an award-winning industry leader in print communications.

The Account Manager is responsible for developing and maintaining a customer base while continually recruiting new clients. This role is the key liaison between client and company, ensuring superior customer relationships and professional representation of Hemlock Printers consistent with our culture and reputation for the highest quality, service and integrity. In close collaboration with Sales Management, the Account Manager is expected to meet or exceed sales budget targets which are established annually and monitored on an ongoing basis.

## **Core Responsibilities**

- Maintains and grows sales account base, while prospecting and developing relationships
- Respond to customer inquiries by creating and submitting quote requests to the Customer Service team
- Submit orders for all aspects of production, including digital, offset, display, mail, distribution and fulfillment programs
- Provide guidance and support to clients and assist in reconciling issues.
- Maintain an up-to-date database of active and prospective customers within Hemlock's ERP system
- Work with the Customer Service Team to ensure effective client communication to meet production and delivery expectations
- Present pricing proposal of various complexities
- Effectively liaise with internal Manufacturing contacts to ensure a high level of customer satisfaction and service



- Accurately communicate customer requirements and work to resolve challenges in a professional, proactive, and collaborative way with the highest regard to sustainability practices and integrity in the work environment
- Assist in plant tours, press approvals and other on-site customer or prospect visits
- Actively participate in weekly Sales Huddles and semi-annual Sales conference

#### **Skills & Qualifications**

- Minimum 3 years sales experience in the graphic arts industry and/or post-secondary degree or diploma in graphic communications, business, marketing management or equivalent education and training,
- Experience in selling to marketing communication decision makers and Graphic Designers.
- An excellent knowledge of prepress, digital offset and wide-format print production, new technology developments, competitive services and trends.
- Exceptional verbal, written, numerical and interpersonal business communication skills,
- Ability to multi-task, manage time and work under pressure in a fast-paced, deadline-driven environment.
- Demonstrated track record of a solid, customer focused work-ethic, and meeting or exceeding sales goals.
- Proven ability to work effectively both independently and in teams,
- Experience in core MS Office and Adobe Creative Suite applications.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote "Account Manager" in the email subject line.