

Job Description: Account Manager

Jiaherb, Inc. is the largest natural ingredient manufacturer in China. We were founded on the simple principle of providing the highest quality ingredients backed by superior customer service and competitive pricing to the dietary supplement, pharmaceutical, cosmetic, and food & beverage industries. We are committed to offering our customers peace of mind through stringent quality control, perpetual inventory and complete regulatory documentation of all our products. We strive to develop new products in partnership with our clients and introduce more companies to the benefits of working with a large-capacity NSF-GMP certified supplier.

An Account Manager at Jiaherb is responsible for the effective sales management as well as the development of current & potential customers. In addition, he/she is responsible for developing & maintaining positive customer relationships by providing excellent customer service and best in industry products at competitive prices.

Duties & Responsibilities

- Develop new accounts via all leads such as magazines, internet, trade shows, industry events and word of mouth
- Assist in the identification, development and execution of market opportunities to increase sales and distribution of the company's product portfolio
- Coordinate all aspects of customer care from original order with customer service to order shipment and ensuring or managing any issue that may arise
- Prepare sales quotes, negotiate pricing and provide business solutions to effectively close sales
- Present and deliver sales programs, custom solutions and answer questions related to pricing, product knowledge and availability
- Interface with customers to resolve collection issues
- Travel to customers for face-to-face meetings to promote products, enhance customer relationship, address any product queries and ensure we are selling all materials and services we can offer
- Track monthly sales & profit to ensure that no business is lost due to competitive pricing, availability, lead times or any other problems encountered by our customers with relation to dealing with our products.
- Follow through on all leads via phone, email or personal visits
- Stay current with latest industry news and trends by involvement in industry events, tradeshow, social outings, seminars, memberships in industry organizations and magazine subscriptions
- Ensure product knowledge is up to date and intimately know current product portfolio
- Communicate to appropriate Jiaherb personnel any information gained regarding competition, leads, product development and potential new opportunities
- Actively participate in the development, coordination and execution of the Company's sales strategy

Qualifications & Skills Required

- Bachelor's degree required, preferably in Food/Nutrition Science, or Sales & Marketing with Technical background, or equivalent.
- Minimum 2-5 years progressive and proven sales experience, preferably in related ingredient supplier industry.
- Must have strong written/verbal interpersonal & communication skills. Speak clearly & persuasively in positive/negative situations
- Must be willing and able to travel a minimum of 1-2 weeks a month
- Must be results focused and oriented toward accomplishment of team goals. Ability to work with minimal supervision while remaining productive at all times. Must be able to work in a team environment and possess team-based problem solving skills.
- Must be results focused and oriented toward accomplishment of team and organizational goals as needed
- Ability to stay positive and calm in difficult and/or trying situations and ability to handle multiple, rapidly changing and conflicting priorities
- Proficiency with MS Outlook, Excel, Word and PowerPoint

Please submit **resume, cover letter, and compensation requirements**. ****We will not consider applicants that do not submit these requirements. Email to career@jiaherbinc.com Please note that only candidates of interest will receive a response.**

Thank you.