

Job Title: Account Manager

Department: Open Platform Business Group (OPBG)

Reports To: Director of Sales of OPBG

Location: Markham, Ontario Canada

Job Description Overview:

The Account Manager (Open Platform Business Group) will maintain positive working relationships with customers by implementing new products, marketing programs, problem solving and managing inventory flow. The candidate will increase sales opportunities in specific Canada regions with existing customers as well as expand our business with new accounts. The Account Manager is responsible for development, implementation and execution of programs to achieve these business goals. ASUS products will include but are not limited to components, monitors, wireless/networking and peripherals lines. The Account Manager is also expected to fully manage all business aspect for tier one house accounts.

Essential Duties and Responsibilities:

- Sales and Inventory
 - Weekly sales and inventory report
- Coordinates and arranges weekly, bi-weekly and monthly scheduled meetings with each account
- Training and Trade Show Events:
 - Coordinate with marketing the needed materials for the event
 - Project manage from start to finish
 - Ability to present on ASUS products
- Competitive Analysis: Track promotions of competition at selected accounts. Ask detailed questions of accounts to better understand the competitions' performance
- Customer Service - Escalate customer service issues and create a closed loop to satisfy end consumer

- Work with Marketing to create marketing solutions to support accounts. Closely manage marketing timelines set by accounts. Drive each account to place ASUS products in ad, ensuring they have the proper messaging and images.
- Forecast Management
 - Input forecast to Product Management team
 - Track delivery schedules to meet forecast requests
 - Communicate any deviations from forecast to account
 - Request POs based on forecast
- Maintain good attendance and punctuality
- Perform other job duties as assigned*

Required Qualifications:

Years of Education

- Bachelor's degree (B.A./B.S.) in related field or equivalent

Work Experience

- 4+ years supporting direct sales or sales through the distribution channels
- Work experience in sales or account management
- Prior account management experience with tier one national accounts
- Some team leadership experience preferred

Knowledge and Skills

- Intermediate experience with Word, Excel and PowerPoint
- Ability to multi-task and manage work flow priorities
- Confident speaking in front of large groups and/or senior management
- Focused on taking initiative to solve problems and create positive results
- Travelling within the US & Canada required

- Ability to work confidently in a rapidly changing, fast-paced and results-oriented corporate environment where a high degree of flexibility is required
- Excellent written and verbal communication skills in English
- Leadership skill
- Charismatic interpersonal skill

Working Conditions

- Requires sitting, operating a computer keyboard, telephone and other office equipment for extended periods of time
- Travel approximately 30%

(*Job functions are subject to change at any time)

Application

Please email your resume and cover letter to CanadaHR@asus.com and include the job title in the subject line.

We thank all applicants for their interests but only selected candidates will be contacted for an interview.

ASUS is compliant with the Accessibility for Ontarians with Disabilities Act, 2005 , and recognizes its obligation to provide accommodation in the job application process to persons with disabilities on request, up to the point of undue hardship. Requests for accommodation should be directed to Human Resources.