



Rantec Power Systems Inc.
Los Osos, California

Job Description

Title: Account Manager

Date: August 2024

Department: Business Development

FLSA Status: Exempt

Reports To: Sales and Account Manager

Scope

The account manager creates and maintains long-term, trusting relationships with assigned accounts. The Account Manager will liaise with cross-functional internal teams to ensure effective fulfillment of customer expectations both pre and post contract award. The account manager manages the daily running of the account itself, the extent of which will depend upon your level of experience. This position may require occasional travel.

Essential Duties and Responsibilities, including but, are not limited to;

- Serve as the lead point of contact for all customer account management matters
- Control official flow of information between internal teams and its customers
- Prepare quotations and ensure conformity to requests for quotations
- Prepare pricing rational and obtain management authorization
- Identify contractual changes of scope and prepare corresponding responses
- Coordinate costing efforts
- Disseminate contractual requirements to internal teams
- Administer contracts through close-out, an Account Associate may be assigned to assist
- Review requirements and coordinate internal inputs needed
- Review customer Terms and Conditions
- Process complete and accurate Sales Orders and RMAs
- Follow through on purchase order negotiations or corrections with customer
- Attend, participate or lead meetings
- Collaborate with sales team to identify new opportunities
- Assist with challenging client requests or issue escalations as needed
- Prepare reports on account status
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled
- Perform other duties as assigned

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau

of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- BA/BS degree in Business Administration, Sales or relevant field
- Demonstrable ability to communicate, present and influence key stakeholders at all levels of an organization
- Proven work experience as an Account Manager, Sales Account Manager, Program / Project Manager or relevant role
- Ability to manage multiple projects at a time, while maintaining sharp attention to detail
- Proficient in computer software such as Salesforce, Microsoft Word, Excel, PowerPoint, MS Schedule
- 3 years increasingly responsible experience in an administrative capacity in a marketing/sales or related field
- Understanding of DFARS and TINA requirements preferred
- Experience in defense contracting preferred

Physical Demands

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee needs to be able to sit, stand and move about the inside of the facility to manage the workforce.
- Operates a computer and other office productivity machinery, such as; calculator, copy machine, printers, etc.
- Lifting and handling of boxes and/or materials up to a maximum of 25 pounds occasionally, and 10 pounds on a regular basis.
- Specific vision abilities required by this job; close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.