

**AMBYTH SHIPPING & TRADING, INC.  
ACCOUNT MANAGER**



**SUMMARY:** Under the direct supervision of the Vice President and Chief Operating Officer, the Account Manager provides sales support by performing sales calls with existing and new customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned).**

- Participate in the brainstorming and targeting customers for potential growth in revenue.
- Contacting potential customers and scheduling appointments for exposure and knowledge of AMBYTH Logistics services and on-island courier service.
- Submit weekly sales reports, providing sales status and development of sales call to Manager, Global Logistics & Guam Ship Agency and Vice President / COO for review.
- Maintain existing customers to ensure customer satisfaction and requirements are met.
- Assist Manager, Global Logistics & Guam Ship Agency and Account Managers on KPI's to ensure objectives are met on a monthly basis.
- Attend weekly sales meetings with Manager, Global Logistics & Guam Ship Agency and Vice President / COO and / or President / CEO.
- Ensures and maintains customer files and provides and prepares quotes and proposals to customers as needed.
- Assists Manager, Global Logistics & Guam Ship Agency and Vice President / COO with sales functions and events.

**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.

**EDUCATION AND EXPERIENCE**

- High school diploma or general education degree (GED)
- Two years of related experience and / or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

- Ability to read, write and comprehend verbal and written instructions, short correspondence and memos.
- Strong interpersonal and communication skills. Ability to effectively communicate with customers, peers and management.
- Ability to communicate on the telephone with proper etiquette.

**MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply and divide.

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- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
  - Ability to perform these operations using the units of American money and weight measurement, volume and distance.

**REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the business.
- Ability to work as part of a team and take initiative independent of direct supervision.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

- Must possess a valid Guam driver's license.
- Must be able to obtain DBIDS (Defense Biometric Identification System) Credential ID.

**OTHER SKILLS and ABILITIES**

- Proficiency in Microsoft Office applications; operate a multi-line telephone, fax and other office equipment.
- Correct English usage, spelling, grammar and punctuation; Understanding and carrying out verbal and written instructions.
- Knowledge of common office practices and procedures; Work independently in the absence of supervision.
- Typing speed of not less than 30 words per minute.
- Maintaining working relations with staff and public.
- Recognizing and maintaining strict confidentiality of work material.
- Ability to manage multiple priorities and meet deadlines.
- Available to work variety of hours, which may include early mornings, evenings and weekends.
- Enthusiastic, friendly and energetic with genuine desire to provide outstanding service.

**COMMENTS:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AMBYTH Shipping & Trading, Inc. is an Equal Opportunity Employer.**