

**Job Description – Key Accounts Manager**

**Reports to:** President

**Location:** Cooperstown, ND (Preferred)

# Overview:

Be a part of a growing and family-owned company at Sheyenne Tooling & Mfg.!

Sheyenne Tooling & Manufacturing designs and manufactures a diverse range of Agricultural & Construction supporting products. In addition to selling and distributing our own products, Sheyenne Tooling & Mfg partners with other key manufacturers to support their manufacturing needs. We have an immediate opening for a Key Accounts Manager interested in developing trusted relationships with our top customers. Primary responsibility includes maintaining customer relationships by understanding their requirements and translating them into results.

Build a career with Sheyenne Tooling & Mfg by working directly with business leadership and executing plans providing tangible and visual results. Account manager experience is preferred, but being self-motivated along with a “team mentality” and providing customer satisfaction is required.

# General Duties:

1. Interface effectively with cross functional team members to ensure success
2. Communicate effectively with top customer (in person, phone, email and online)
3. Gain in-depth knowledge of customer products, needs and expectations
4. Lead process improvement initiatives aimed at seamless customer interaction
5. Manage and develop account specialist team

# Position Requirements:

1. Experience in a manufacturing environment
2. Microsoft Office knowledge required. Advanced Excel skillset preferred
3. Analytical and strategic thinking
4. Excellent communication and collaboration skills
5. Grasps technology to enable productive processes
6. Bachelor’s degree in Business Management or similar

# Preferred Skills/Background:

1. Knowledge of manufacturing processes
2. Experience with an ERP system
3. Collaboration experience with SharePoint
4. 3+ years’ experience preferred

# Benefits of joining the Sheyenne Tooling & Mfg Team:

1. Competitive Pay and Benefits
2. Collaborate with all levels of the organization
3. The Key Accounts Manager will be a Cooperstown based position offering remote flexibility

Sheyenne Tooling & Mfg is an Equal Opportunity Employer. Sheyenne Tooling & Mfg does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.