



WHO WE ARE?

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for an **Assistant Account Manager** to join our team of talented and enthusiastic professionals!

EDUCATION & EXPERIENCE: Associates in Business preferred. Bachelor's Degree is a plus. Minimum 2 years of experience in sales, Aviation, Account Management, Customer Relations, or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Assist Sr. Account Managers with day-to-day administration
- Follow up on orders as requested to addressing any production or shipping concerns
- Request shipper approval from the sales team and create shippers if requested
- Assist with customer visits
- Plan, coordinate and schedule meetings for the Sales team
- Contact the customer or freight carrier on the sales team's behalf to obtain shipping information and/or details if needed
- Assist with order entry and quote requests when needed
- Update pipeline report
- Respond to sales collectors and repair requests in a timely manner
- Update customers on orders statuses when needed
- Follow up on graphics inquiries with the customer
- Assist with internal Large Accounts management
- Run Sales reports when needed
- Answering Customer Relations and Sales phone line

DUTIES/RESPONSIBILITIES:

- Detail-oriented and able to work in a fast-paced, time-sensitive environment
- Excellent written and verbal communication skills coupled with the ability to work in a team environment is essential
- Experience with lean manufacturing, ERP System such as M2M a plus
- Computer proficient with MS Office applications
- Must be result oriented and efficient at dealing with multiple priorities in a high pace work environment
- Ability to develop strong relationships with customers
- Excellent organizational, planning and prioritization skills
- Passion for aviation is a plus

WHAT WE OFFER?

Besides a GREAT culture, recognition programs, monthly celebrations and fun events throughout the year, we offer a complete benefits package that includes 401-K matching plan, medical, low cost vision, dental, accident, and free life insurance!

All interested candidates should send their resumes to jobs@pacmin.com