

ACCOUNT MANAGER  
YAKIMA, WA



## Employment Type

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Full-Time

## Benefits Offered

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- Medical
- Health Reimbursement Account (HRA)
- Dental
- Vision
- Life Insurance
- Long Term Disability
- Paid Time Off (PTO)
- 401K
- 6 Paid Holidays

## Job Description

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Wilbert Precast, Inc. is looking for an Account Manager for our Yakima, WA location. This position collaborates with the sales, production, and dispatch teams throughout the entire sales process, including bidding, submittal, production, and delivery. The ideal candidate is organized and detailed orientated with an emphasis on quality of work and communication.

### Responsibilities:

- Oversee all aspects of the customer's experience throughout the sales process
- Maintain positive communication with customers regarding job status
- Deliver outstanding customer service
- Read plans and specifications on file for custom structures, cast in place structures, posted jobs
- Complete quotes, submittals, and process approved quotes
- Maintain accurate documentation
- Contact customers to obtain/report updated job status
- Complete take-offs for bids
- Efficiently facilitate and coordinate customer shipments accurately
- Provide accurate monthly inventory reports
- Properly track and document activities
- File documents and provide in house status updates

### Qualifications:

- Experience in project management
- Demonstrated experience in workflow management and team collaboration
- Experience in the construction industry preferred
- Bidding/Estimating experience is helpful but not required.
- Outstanding communication skills
- Strong work ethic
- Self-Starter
- Proficiency in Microsoft & Google programs
- An understanding of AutoCAD is helpful but not required
- Excellent written and verbal communication skills.