



## Position Description

### Account Specialist

#### Position Summary

STAR Autism Support Inc is an educational publishing company providing curriculum materials and training to school districts throughout the United States and internationally. The Account Specialist will be part of a growing team of dedicated and energetic professionals who are national and international leaders in the field of special education.

#### Primary Role:

Maintain and grow relationships with existing and new accounts within an assigned territory.

#### Responsibilities/Core Competencies and Skills

- Working with current and new customer accounts regarding a variety of topics including a needs analysis of current operating practices and what STAR products and services align with those practices.
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Updates customer profiles through CRM (salesforce) and submits periodic activity reports to management
- Identifies prospects for major account relationships and supports Major Account Manager in promoting new opportunities to these accounts
- Maintains existing account relationships
- Remains current on industry, customer and competitive trends
- Participates and attends trade shows and professional association meetings outside of regular business hours, as required
- Experience in building and maintaining relationships
- Knowledge of the principles and methods for promoting and selling products and services

#### Education and Experience

- Bachelor's Degree or minimum of three years' experience in marketing, sales or related field
- Experience in education or ability to learn K-12 environment a plus
- Strong Microsoft Office skills
- Strong analytical skills
- Self- motivated, ability to work independently or as part of a team
- Strong written and verbal skills
- A proven track record of gaining trust and respect by consistently demonstrating sound critical thinking skills and maintaining composure in stressful situations
- Commitment to excellent customer service