

PRO INGREDIENTS

Account Manager

Salary to be discussed, Full time, Permanent

Pro Ingredients is a Canadian food broker with offices in Ontario and Quebec.

To support the company's growth, we are looking for an Account Manager for our Ontario office (located in Mississauga). Under the supervision of the VP of Sales , the Account Manager has the responsibility to maintain and build upon our existing Business partners and customer base.

RESPONSIBILITIES:

- Develop and expand our customer base, paying attention to increasing our Research and Development Contacts.
- Learn our Business Partners product lines to such an extent that you can effectively present them to our customers and help with the formulation process.
- Learn the positive aspects of the products, effectively communicating health benefits, clean labeling, well suited to Consumer trends, etc.
- Communicate with VP of Sales and Business Partners customer activity.
- Process and follow up on all sample requests.
- Communicate any specification changes or updates by the manufacturer to the customer.
- Assist where needed, with vendor application packages or document requests.
- Follow up on all sales leads either provided and/or self-generated.
- Assist customer service with any customer requests i.e. explaining products or specifications
- Maintain regular contact with accounts specifically assigned to you.
- Maintain regular contact with our Business Partners and update on account activity.
- Help with Business partners market visits, schedule and make shared appointments.
- Travel as required to the business partners to the manufacturing facilities for product knowledge and meet their sales and support people.

- Make sure lead, quote and sample logs are up to date as per your accounts.
- Maintain a call report for your accounts.
- Works in compliance with set processes to meet BRC requirements.

REQUIREMENTS :

- **Food Science Degree**
- Have a valid driver's license and personal car
- Hold a valid passport
- Regular travel within the assignment region (Province of Ontario)
- Occasional availability for out-of-town travel to trade shows

REQUIRED SKILLS :

- Experience in selling B2B food ingredients (an asset)
- Attention to detail when managing technical documentation.
- Strong business acumen, creativity and technical learning skills
- Strong interpersonal skills
- Excellent communication (oral/written) and teamwork skills
- Technical knowledge of ingredients to guide customers in their product development and application.
- Be motivated by business and product development.
- Proficient in Microsoft Office Suite (Word, Excel and PowerPoint)

To learn more about our company, please visit our website www.proingredients.com

Interested applicants should email their resume to kendra@proingredients.com.

We would like to thank all applicants who express an interest working at Pro Ingredients, however, only those candidates selected for an interview will be contacted.