

Realstone Systems produces, distributes, and markets high quality natural stone building materials under the Realstone brand through resellers across North America. Realstone resellers are among the best building materials, stone and tile distributors and dealers in their respective markets. RSS is suitable for both residential and commercial projects and has been installed in various high-profile corporate locations.

Company expansion and growth has resulted in employment opportunities. Realstone is currently seeking to fill the following position in **Troy, MI**.

Sales & Support Account Manager – Full Time

Description: Provide support for Realstone accounts. Manage day to day requests and activities.

Responsibilities:

- Prepare sales quotes, sales orders, and invoices for RSS customers and reps
- Handle inbound sales and order status inquiries
- Coordinate order fulfillment with RSS shipping and receiving and communicate order status with customers and RSS reps
- Make outbound customer service follow-ups.
- Process orders
- Fulfill marketing material requests
- Special projects support
- Maintain accurate and complete account records for accounts within Salesforce.com & Quickbooks.
- Provide pricing assistance for all new projects and requests.

Skills required:

- Strong oral and written interpersonal skills
- Must be computer literate and strong understanding of MS Word, PPT, excel, Salesforce.com, Quickbooks
- Proven time management and organizational skills
- Sales negotiation and qualification skills
- Experience in natural stone, tile, wood.
- College degree or other certifications/experience in interior design, sales, advertising, or marketing

Compensation: Salary, Incentive Pay, Benefits.

Contact: Jennifer Matz @ jmatz@realstone.com or call 248-614-8097