



Bilingual (Spanish & English) Account Manager

CBS Marketing Solutions, Inc. is a privately owned company that has been in business for over 50 years. Our sales and manufacturing facility is located in Greer, South Carolina. Our customers include public libraries, membership/associations, colleges, professional sports teams, fitness clubs, restaurants and fundraising groups throughout the US and Canada. We are a driven company that produces products for markets that maximize sales and profits, while providing high value to our customers.

This is a fast-paced, relationship-focused inside sales role requiring exceptional organization, communication, and follow-through. Daily interaction with customers via phone and email is a key part of the position.

Ideal Applicant: The applicant should be high energy with a strong desire to manage and grow business opportunities for the company. A person with strong attention to detail and the ability to juggle multiple priorities and projects is a must. A solution focused self-starter with critical thinking skills is necessary.

Benefits include medical insurance, dental insurance, life insurance, long and short-term disability, Simple IRA, Health Savings Account, paid vacation and holidays.

Reports to: VP, Sales

Account Management & Customer Growth

- Serve as the primary point of contact for an established portfolio of client accounts.
- Build and maintain strong, long-term client relationships through proactive communication and regular follow-up.
- Identify opportunities to increase sales through upselling, cross-selling, and repeat business.
- Ensure clients receive exceptional service from initial inquiry through order completion.
- Resolve client concerns promptly while collaborating with internal teams to deliver outstanding results.

Sales & Quote Management

- Prepare accurate quotes and proposals based on client requirements.
- Follow up consistently on open quotes and sales opportunities to move projects through the sales cycle.
- Negotiate pricing and close business while maintaining profitability goals.
- Maintain accurate client records, sales activities, and forecasting within the CRM system.

New Business Development

- Prospect and develop new client relationships within the restaurant and hospitality industries.
- Generate new opportunities through outbound outreach, referrals, and networking.
- Conduct discovery calls and present customized solutions that meet prospective client needs.
- Build a healthy pipeline of new business while balancing the needs of existing accounts.

Qualifications

- Fluent in English and Spanish
- 3–5+ years of experience in account management, inside sales, business development, or a related customer-facing sales role, preferably in printing, marketing services, or the food service industry.
- Proven ability to build lasting client relationships while meeting or exceeding sales goals.
- Experience preparing quotes, managing multiple opportunities, and closing sales.
- Excellent communication, organization, negotiation, and customer service skills.
- Strong follow-up habits with the ability to manage multiple priorities in a fast-paced environment.
- Self-motivated, detail-oriented, and comfortable working independently while collaborating with a team.
- Proficiency with CRM systems and Microsoft Office applications.