

JOB POSTING

Job Title: International Accounts Managing Associate
Department: International
Reports to: Managers & Up
Salary: Depending on Experience and Qualifications
Date of Posting: October 18, 2007

JOB DUTIES:

- Develops and provides support to international accounts.
- Responsible for expanding company penetration in international market.
- Informs clients of new products.
- Assists in the negotiation and renewal of contracts between clients and JFI.
- Assists customers with product registrations, which includes, but is not limited to obtaining Free Sale Certificate, Certificate of Origin and raw material production flowchart, sending out products for testing, creating new certificates of analysis, gathering scientific data related to product registration.
- Establishes and maintains a high level of customer satisfaction through close communication with customers and JFI International CSA. Maintains customer satisfaction by helping to resolve customer issues promptly and professionally.
- Coaches, trains and assists in the improvement of JFI International CSA.
- Supports clients through the provision of pertinent sales and marketing materials, such as brochures, scientific documentation, posters, print ads and product samples.
- Actively assesses and reviews market intelligence reports regarding global market prices, market trends and needs, and competing products in customers' countries.
- Regularly reviews and updates file on international import regulations.
- Coordinates the activities at conferences, tradeshow or other events pertinent to the growth of the business in international market.
- Performs any other related duties, as may be required or assigned by management.

JOB REQUIREMENTS:

- Self starter with the ability to multi-task and prioritize
- BA/BS Degree or equivalent experience
- Excellent work ethics
- Strong verbal, written, and presentation skills
- Excellent communication, interpersonal and team skills
- Ability to think and plan strategically
- Working knowledge of Microsoft Excel, Word, PowerPoint, Outlook and the Internet
- Ability to act as a liaison between associates and executive staff

Job Status: Full-Time / Exempt
Benefits: Health, dental, 401K, twice a week paid lunch
Schedule: Day [M-F]