

Account Representative

Our ideal Account Rep is a natural problem solver who enjoys tackling an issue with optimism and skillful thought, prefers a busy day to a slow day, and excels at organizing information from numerous sources. The primary purpose of the Account Rep is to build relationships with potential and existing customers, by answering their questions and providing solutions for their current workflow, enabling them to determine if Bluebeam is the best solution for them.

Responsibilities

- Answer customer questions about software products
- Follow up on and respond to leads by email and phone (no cold calling involved)
- Generate price quotes and take phone orders for software purchases
- Provide suggestions and feedback to the rest of the Bluebeam team
- Occasionally attend trade shows to represent Bluebeam
- Conduct software demos in person or via the web

Requirements

- 1 - 3 years of consulting, sales or construction administration experience
- Experience in the Architectural and Construction field a plus
- Strong computer skills including Microsoft Word, Excel, PowerPoint a must
- Experience with AutoCAD, Visio, Microstation, SharePoint and PDF software, a major plus.
- Must be well organized, detail oriented and able to prioritize numerous tasks
- Must have excellent communication skills both written and verbal (samples requested)
- Must have great interpersonal and customer service skills
- Must be a self-starter and be comfortable with ambiguity
- Must demonstrate emotional maturity and sound judgment
- Must have a helpful personality and like to solve customer business problems
- Must demonstrate a strong level of comfort learning new technology
- Experience in a technical field a plus (hardware/software)
- College degree required

This position is available at our Pasadena office only. If you meet all the requirements, send your resume and cover letter to work@bluebeam.com.

