

## **Account Specialist for Bluebeam Software**

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs. Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun.

To learn more about what it is like to work at Bluebeam, watch our recruitment video: <http://www.bluebeam.com/work-at-bluebeam>.

The primary purpose of the Account Specialist 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.

### **Job 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

## **Desired Skills & Experience**

- Must be well organized, detail oriented and able to prioritize numerous tasks
- Must have excellent communication skills, both written and verbal
- Must have great interpersonal and customer service skills
- Must be generally flexible in order to successfully complete the job responsibilities in a timely manner
- 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)
- 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 Revu, a major plus
- Must be able to work in the U.S. without employer sponsorship
- College degree required

This is a salary-based position (non-commission). Bluebeam offers a competitive salary as well as an annual incentive bonus based on performance. Our excellent benefits package includes medical, dental, disability, and life insurance, 401k, and paid time off.

**If you think you are good match for the Bluebeam team, please send us the following:**

- Cover Letter
- Resume
- Describe in your own words how you believe Account Representatives can effectively build strong relationships with customers