**POSITION DESCRIPTION**

**Job Title:** Account Team Specialist **Date: February 9, 2021**

**Department:** Account Team

## POSITION SUMMARY

Project management at all levels of a customer’s relationship with Sony DADC with the intent to provide the client with a single point of contact who is empowered to deliver what the client requests.

**JOB RESPONSIBILITIES**

* Complete proactive management of a client’s job from inception to delivery.
* Schedule orders with capacity planning team.
* Provide order service turning customer needs into deliverables.
* Issue standard pricing upon client request.
* Perform order entry establishing new orders for manufacturing and distribution.
* Procure customer specific materials.
* Perform forecasting in order to establish a baseline for the manufacturing and distribution facilities.
* Maintain bill of materials and kit builds to create packaging instructions for plants to follow.
* Understand and apply Sony DADC's requirements for quality, environmental management, health and safety management, Kaizen, KPI’s and Six Sigma.
* Generate periodic reporting such as KPIs, inventory, open orders and shipments
* Analyze and correct EDI exception records to prevent delays and discrepancies

**QUALIFICATIONS FOR POSITION**

* Bachelor’s degree preferred
* Two years of experience in order service, manufacturing, distribution, procurement and/or production scheduling preferred.
* Working knowledge of personal computer operations.
* Excellent oral and written communication skills
* Excellent organization, follow-up, and result orientation skills

# RELATIONSHIPS AND CONTACTS

*Internal:*

*Reports to:* Account Team Manager

*Supervises:* None

*External:* Outside Vendors

**DISCLAIMER**

The above statements are intended to describe the essential elements, general nature, and level of work being performed by people assigned to this classification.  They should not be construed as an exhaustive list of all responsibilities, duties, and skills required of such classified personnel.