



Brief Company Introduction

Columbia Finishing Mills Inc. is expanding its sales team, and we're looking for a positive, energetic, and driven person to join us! Established in Cornwall in the 1960s, our company specializes in distributing and converting bookbinding and packaging material. <https://columbiafinishingmills.com/>

Employment Highlights

Job Title: Account Manager

Employment Type: Full-Time

Compensation: 50K – 60K annually plus company performance bonus

Benefits: Medical and Dental (available after 3 months) Pension (available after 1 year)

Job Description

- Responsible for managing existing client accounts
- Respond to phone and web inquiries about products and services
- Prospect new clients and business opportunities
- Negotiate pricing and contracts with clients
- Create quotes as needed

Job Requirements

- Bilingual: Spanish and English preferred, oral and written (French is a plus)
- High School Diploma (College/University education preferred)
- Strong communication skills
- Experience with Microsoft Office
- Driver's license, reliable vehicle, and ability to travel (mileage reimbursed)
- Self-driven, energetic, and goal-oriented
- Resourceful
- Organized and detailed
- Strong math skills
- Team-player with a positive attitude

***Interested candidates can submit a resume to Matt Plourde: matt@columbiafinishingmills.com