

**Aquarius Cannabis Inc.**  
**Opportunity: Account Manager**

**Job Title:**  
Account Manager

**Reports To:**  
Business Development Director; COO

**Location and Hours:**  
Full Time  
Downtown Los Angeles, CA

**Primary Purpose of Position:**

*Drive Account Retention and Increase Order Volume Through Excellent Customer Service and Business Development*

The Account Manager is the primary point-of-contact for all retail accounts, and is responsible for processing and onboarding the new accounts closed by the Business Development Director, regularly doing outreach on accounts to gather data, providing excellent customer service, and acting as the main point of contact for the Aquarius distributor, who is responsible for deliveries and cash collection from the accounts.

**Essential Job Responsibilities:**

- Work with Management to understand the Company's mission, vision, values and strategic plan to ensure daily activities are in alignment with the Company culture and brand
- Work with the Business Development Director to comprehensively understand the onboard process, account life cycle and best practices for account management in the marijuana industry
- Be proactive in gaining insight of retail dispensary marijuana market to better understand clients' needs, challenges, and communication strategies

**Key Roles:**

Deal Catching Support Support Business Development Director in processing and onboarding new accounts; coordinating delivery from Aquarius Distributor

Account Maintenance (Listening) Maintain weekly contact with retail accounts, schedule demos and promotions, gather feedback and data from budtenders and managers

Customer Service Generate new business via upselling, processing repeat orders, and provide excellent customer service while dealing with feedback and complaints

Aquarius Distributor Point-of-Contact Ensure smooth communication between Aquarius Distributor and each retail account; timely deliveries, cash collections, and inventory availability to continue servicing all retail accounts without interruption

**Qualifications:**

**Education:**

- Bachelor's Degree required: Business, Marketing or similar degree

**Experience:**

- 2 or more years' experience in account management, marketing or sales

**Skills/License/Certification Requirements:**

- Proven account management or other relevant experience
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive and C-level
- Experience in delivering client-focused solutions based on customer needs
- Proven ability to manage multiple projects at a time while paying strict attention to detail
- Excellent listening, negotiation and presentation skills
- Excellent verbal and written communications skills
- California Medical Marijuana Patient (must have current rec within first week of employment)

**Aquarius Culture:**

- Competitive
- Up-beat, positive attitude
- Entrepreneurial spirit
- Self-motivated, disciplined, and confident
- Goal & results oriented
- Outgoing personality
- Aptitude to learn quickly
- Creative and pro-active problem solver