

4 Marks Printing Account Manager

Reports to: Director of Sales

Location: Indianapolis, IN

FLSA Status: Full-time, Exempt

Salary: \$45,000- \$55,000 (commensurate with experience)

4 Marks Printing is seeking a motivated and detail-oriented **Account Manager** to join our team. This role is responsible for managing existing client relationships while actively growing new business opportunities across the country. Sales and account management efforts will focus on custom printing, merchandise, and services for our 4 Marks Printing clientele.

At **4 Marks Printing**, we thrive on our **Core Values** of **Innovation, Excellence, Joy, Integrity, and Teamwork**. We are a mission-driven company that values community and culture, and we are looking for a dedicated professional to contribute to our continued growth and success.

Qualities We Are Seeking:

- Strong organizational skills
- Excellent written and verbal communication
- Positive attitude and team-oriented mindset
- Ability to learn quickly and adapt
- Detail-focused and task-oriented
- Patience and strong problem-solving skills
- Willingness to be coached and grow professionally
- Drive to hit quarterly and yearly goals.

Responsibilities Will Include:

- Identify and develop potential customers through research and outreach
- Schedule and conduct meetings with prospects and clients
- Generate and close business deals across multiple sales channels
- Manage client relationships to ensure long-term success and retention
- Collaborate with internal teams to fulfill client orders and provide exceptional service

Qualifications & Technical Skills:

- Proficiency in Microsoft Office, Google Workspace, and social media platforms
- Ability to quickly learn CRM software and sales technology
- Strong problem-solving skills and ability to think strategically
- Confidence in presenting and negotiating with clients

Why Join 4 Marks Printing?

- Opportunity for professional growth within a rapidly expanding company

- A team-oriented and mission-driven work environment
- Hands-on experience in sales, client management, and business development
- Competitive salary and opportunities for performance-based incentives

If you have a passion for building relationships, driving sales, and working in a dynamic environment, we encourage you to apply!

To apply, follow the link below to submit your resume, cover letter, and a 2-minute video explaining why you'd be a perfect fit for this role: catholicconcepts.com/careers

4 Marks Printing is an equal opportunity employer and prohibits discrimination and harassment of any kind, ensuring a welcoming workplace for all individuals.