

Job Description:

Account Executive

ADH Health Products (www.adhhealth.com), an established and rapidly growing manufacturer of dietary supplements, is seeking an account executive to work in our dynamic health care manufacturing environment, with the following job function:

- Build relationships with existing clients and manage their needs in a comprehensive manner in coordination with the relevant salesperson
- Serve as a liaison between R&D and clients, ensuring that the client is provided with the Company's latest product innovations
- Work closely with production management team and procurement team to communicate client purchase order deadlines to ensure timely shipments
- Play a critical role in pursuing new product opportunities with existing clients. This will involve supporting and managing the Request for Quotation (RFQ) process for new products bid out by clients and conveying client needs to Company's salesperson and R&D team
- Stay abreast of new market trends and innovations
- Attend industry tradeshows (2-3 annually) and support salespeople in their pursuit of new business development
- Assist in day to day administrative affairs as needed

The candidate will be provided with an exciting and lucrative opportunity to participate in the company's growth

Qualifications:

An ideal candidate will have the following qualifications:

- Highly detail -oriented while being able to multi-task
- Excellent interpersonal, communication, and organizational skills
- Experience in the dietary supplement industry and in contract manufacturing is a major plus
- Familiarity with dietary supplement ingredients and/or nutrition
- Demonstrable experience in working in an entrepreneurial, fast-paced environment
- Strong analytical skills, highly ambitious, and a desire to learn
- Experience as a user of manufacturing ERP systems
- Bachelors degree or equivalent is required

Compensation is competitive and commensurate with experience

Please send your resumes/applications to careers@adhhealth.com