



**Lightning Logistics, LLC.**  
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**Houston, TX 77016**

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**Scope of Job Descriptions:**

It is our goal to make clear to each employee what their responsibilities are to Lightning Logistics and help them to solidify in their minds what they can do to best perform their jobs. Some of the benefits of Job Descriptions are they improve an organizations ability to manage people and roles clarifying employer expectations for the employee; provides a basis of measuring job performance; provides clear description of role for job candidates; enables pay and grading systems to be structured fairly; essential reference tool for discipline issues; and provides important reference points for training and development areas.

<b>Purpose:</b>	Responsible for expanding relationships with strategically important large customers. Is responsible for achieving sales quota and assigned strategic account objectives and represents the entire range of company products and services to assigned customers, while leading the customer account planning cycle and ensuring assigned customers' needs and expectations are met by the company.			
<b>Job Title:</b>	<b>Account Manager</b>	<b>Department:</b>	Business Development	
<b>Reports To:</b>	CEO	<b>Employment Status:</b>	Full Time	<b>Date:</b> May 2014

**Key Responsibilities:**

- Consult with customers to advise them of ways to improve their business operations by using our services for transporting their freight
- Underwrite new customers verifying their status and data
- Establishes productive, professional relationships with key personnel in assigned customer accounts
- Coordinates the involvement of company personnel, including support, service, and management resources, in order to meet account performance objectives and customers' expectations
- Meets assigned targets for profitable sales volume and strategic objectives in assigned accounts
- Proactively leads a joint company-strategic account planning process that develops mutual performance objectives, financial targets, and critical milestones for a one and three-year period
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis
- Leads solution development efforts that best address customer needs, while coordinating the involvement of all necessary company personnel

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<b>Qualifications and Skills Required To Do Job:</b>
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- High school graduate and some college preferred
- Strong Customer Services skills and experience
- Sales and marketing experience
- Transportation industry experience a plus
- Knowledge of Outlook or other email software
- Ability to handle multiple-functions at the same time and remain focused through daily interruptions
- Ability to work quickly, proficiently and efficiently on a timely manner to meet deadlines
- Strong communications skills, both written and verbal