KOYORAD

https://koyorad.com/job/account-associate

Account Associate- FULL TIME POSITION

Hiring organization
Koyorad Cooling Systems, Inc.

Employment Type
Full-time

Beginning of employment
ASAP

Industry
Automotive

Job Location
15 Doppler, 92618, Irvine, CA, USA

Working Hours
Monday – Friday 8am -5pm

Base Salary
$ 22 - $ 26

Date posted
08/05/2026

Description

Company Overview

Koyorad Cooling Systems, Inc. (Koyorad) is a leading manufacturer of premium automotive cooling components. We specialize in designing and producing OE aftermarket radiators, high-performance all-aluminum radiators, oil coolers, and condensers.

Position Summary

We are seeking a motivated Account Associate to grow our sales revenue by developing new customer relationships while maintaining strong partnerships with existing clients. This role requires a balance of account management and business development, with opportunities to engage directly with customers and represent Koyorad at industry events.

Responsibilities

Key Responsibilities

- Support assigned customer accounts and maintain daily communication with customers
- Process and oversee purchase orders accurately and in a timely manner
- Handle customer inquiries, incoming calls, and general account support
- Assist with warranty cases, product support, and technical questions from customers and end users
- Coordinate and support daily sales-related and administrative activities
- Visit customers to help build and strengthen business relationships
- Analyze account performance and assist with reporting
- Support new business development through lead generation
- Represent Koyorad at industry trade shows and customer events
- Perform additional duties as assigned

Qualifications

Minimum Qualifications

- Bachelor’s degree and 1–2 years of automotive-related experience, or equivalent work experience
- Strong communication, interpersonal, and problem-solving skills
- Strong organizational skills with attention to detail
- Proficient in Microsoft Word, Excel, and Outlook
- Knowledge of automotive parts, engines, and cooling systems is a plus
- Professional, self-motivated, and able to work independently
- Japanese language skills are a plus, but not required

Job Benefits

- Medical, Dental, Vision, Life Insurance
- Simple IRA
- Company Holidays
- Paid time off