



## ***Job Description***

**Title:** Account Executive  
**Group:** Marketing and Sales  
**Dept.:** Sales  
**Reports to:** Director of Sales

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### **Position Summary**

This position has responsibility for meeting sales quotas assigned by the director of sales and for serving as the first-level contact for assigned accounts with the goal of providing excellent customer service and maximizing the likelihood of renewals and the creation of follow-on sales opportunities. This position is required to report information on prospecting activity, direct sales calls, and sales forecasts, following the director's guidelines for specificity and frequency.

### **Essential Job Functions**

- Using approved information and techniques that are consistent with the overall marketing plan, meet or exceed the sales quota for the assigned territory.
- Learn the various features, benefits, prices, and typical applications of all products.
- Attend trade shows to generate qualified leads and meet other assigned objectives.
- Serve as the first line of client support for assigned accounts both to provide excellent customer service and to maximize the likelihood of renewals and generate follow-on sales.
- Using the company's contact management system, maintain information on client contacts, call reports, sales forecasts, and other information specified by the director.

### **Minimum Position Requirements**

- A bachelor's degree in economics, business, or related field.
- At least three years of experience in meeting or exceeding quotas in direct sales at a senior level in business or government.
- Outstanding professional demeanor and presentation skills.
- Ability to travel 50% of the time for sales presentations and trade shows.
- Basic PC skills.

