

ACCOUNT EXECUTIVE

Job Type: Full-Time Employment

Summary Overview: An Account Executive serves as the client's voice when developing and executing advertising campaigns. They help ensure the efforts of various team members and components align with the client's goals.

Essential Functions:

- Finding leads
- Closing sales deals with existing clients or new prospects
- Intermediary between other departments within an organization to ensure the success of their clients

Education:

BSc or BA in Business Administration, Sales or Marketing

Day-to-Day Responsibilities:

- Creating detailed business plans to reach predetermined goals and quotas
- Manage the entire sales cycle from finding a client to securing a deal
- Unearth new sales opportunities through networking and turn them into long-term partnerships
- Present products to prospective clients
- Provide professional after-sales support to maximize customer loyalty
- Remain in regular contact with your clients to understand and meet their needs
- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation
- Negotiate agreements and keep records of sales and data

Skills:

- Proven experience as an Account Executive, or similar sales/customer service role
- Knowledge of market research, sales and negotiating principles
- Outstanding knowledge of MS Office; knowledge of CRM software (eg. Salesforce)
- Excellent communication/presentation skills and ability to build relationships
- Organizational and time-management skills
- A business acumen
- Enthusiastic and passionate