**ACCOUNT EXECUTIVE**

**DESCRIPTION**

This position is responsible for developing, expanding and coordinating new and existing business accounts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Develop and qualify leads
* Phone prospect
* Set up appointments
* Prepare and present sales proposals
* Close deals
* Ensure customer needs are identified and met in line with agreed service standards
* Maintain database of active and inactive customers
* Manage ongoing sales pipeline to ensure business objectives are being met
* Other duties as assigned

**JOB REQUIREMENTS**

* Bachelor’s Degree
* 5+ years sales experience in the Communications industry
* Excellent communication and customer service skills
* Strong organization skills
* Ability to work independently and as a team player
* Ability to work in a fast-paced environment with quotas and goals
* Strong attention to details
* Excellent time management skills
* Excellent oral and written communication skills
* Ability to travel

**JOB REQUIREMENTS CONTINUED**

* Ability to prioritize tasks and meet deadlines
* Ability to maintain confidential information
* Ability to lift and/or move up to 10 pounds
* The worker is subject to inside and outside environmental conditions.