

# JOB PROFILE



DEPARTMENT: SALES

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TITLE: Account Executive

## JOB PURPOSE:

An account executive works as a liaison between a company and its clients, with the attempt to sell its product while establishing strong and meaningful customer relationships

## MAIN DUTIES:

- Establish new accounts by organizing and planning daily work schedule to build on existing or potential sales outlets
- Meeting clients to discuss their needs
- Negotiating with clients, solving any problems and making sure deadlines are met
- Providing professional after-sales support to enhance the customers' dedication
- Negotiating agreements and keep records of sales and data
- Present and sell company products and services to current and potential clients.
- Manage account services through quality checks and other follow-up
- Developing and maintaining customer relations

## EXPERIENCE AND EDUCATION:

Bachelor's in Business Administration, Sales or Marketing  
2 to 3 years of experience in a similar position  
Technical Sales Sills

## CORE COMPETENCIES:

Communication  
Skills Negotiation  
Persuasive manner  
Professional manner

## REPORTS TO:

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