



**DEPARTMENT:** Sales

**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 in Business Administration, Sales or Marketing
- 2 to 3 years of experience in a similar position
- Technical Sales Skills

**CORE COMPETENCIES:**

- Communication skills
- Negotiation skills
- Persuasive Manner
- Professional manner

**REPORTS TO:** Sales Support Manager or Regional Sales manager