

# **Account Executive**

## **Job Description**

**Account Executives are responsible for the sales and marketing of the Company's products and services. This helps to insure the commercial success of Quality Independent Communications, Inc. in the market setting in which it has chosen to conduct business. This can involve working with high-profile technological products and services.**

**These job responsibilities include the identification of new markets and business opportunities.**

**Account Executives are responsible for increasing and developing sales in areas including:**

- **Avaya Telephone Systems**
- **Data Networks (includes Network Electronics)**
- **Horizontal Cabling Systems (including fiber optic connectivity)**
- **Wireless Data Networking**
- **Security Surveillance (IP Cameras and related recording devices)**
- **Mac Service Work (Moves, Adds, and Changes)**

**Maintenance Agreements to Existing Systems**

## **Typical Work Activities**

**Typical work activities will depend on the market/setting. In addition, specific responsibilities will vary according to level of seniority (client contact, for example, will increase with experience).**

**Typical Activities may include:**

- **Maintaining and developing relationships with existing customers via meetings, telephone calls and emails;**
- **Visiting potential customers to prospect for new business;**
- **Acting as a contact between the company and its existing and potential markets;**
- **Negotiating the terms of an agreement and closing sales;**
- **Gather market and customer information;**
- **Representing the organization at trade exhibitions, events and demonstrations;**
- **Negotiating variations in price, delivery and specifications with managers;**

- **Advising on forthcoming product developments and discussing special promotions;**
- **Liaising with suppliers to check on the progress of existing orders;**
- **Checking quantities of goods on display and in stock;**
- **Recording sales and order information and sending copies to the Sales Manager;**
- **Reviewing own sales performance, aiming to meet or exceed targets;**
- **Gaining a clear understanding of customer's businesses and requirements;**
- **Making accurate, rapid cost calculations, and providing customers with quotations;**
- **Feeding future buying trends back to employers.**