

## **Job Description: Account Executive**

### **Overview:**

Generates revenue by developing market potential through prospecting, lead generation, qualifying opportunities, proposing solutions, forecasting and closing sales.

### **Duties and Responsibilities:**

Meets or exceeds established annual sales quota.

Identifies market potential by qualifying accounts

Initiates sales process by prospecting, scheduling appointments, making initial presentation, understanding business needs, developing proposals, closing sales.

Closes sales by building rapport with potential clients, expounding on the benefits of CTI's solutions and service capabilities; overcoming objections, etc.

Expands sales in existing accounts by introducing additional solutions and services; developing new applications

Contributes information to market strategy by monitoring competitive products and reactions from clients.

Recommends new solutions and services by evaluating current solutions, identifying needs to be filled.

Updates technical, sales, and business knowledge by participating in educational opportunities offered by CTI and others.

Responsible for keeping commitments in a timely manner and resolving issues promptly.

Accountable for customer satisfaction and providing high quality service in representing CTI

### **Skills and Qualifications:**

Excellent presentation skills

Outstanding communications skills both oral and written

Ability to effectively communicate and interface with peers as well as executive level management.

Ability to work well under pressure

Excellent organizational skills, able to set priorities, and responsive to customer requests.

Demonstrated ability to execute results against strategy and meet critical deadlines.

Demonstrates business knowledge, perspective and ethical behavior.

Highly self-motivated and enthusiastic.

Knowledge/experience in Telephony, Data Networking, Wireless, LAN/WAN connectivity and VoIP preferred.

Strong computer skills in Microsoft Word, Excel, and PowerPoint

Bachelor's Degree in Business or Marketing preferred.