

JOB DESCRIPTION

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| Job Title ACCOUNT EXECUTIVE | Function/Level SALES | Date JULY 2019 |
| Employment Status (X) Exempt () Non-Exempt | Position Reports To GENERAL MANAGER | |
| Market/Office/Region VARIOUS | Location VARIOUS | Bonus/Commission Plan |

PURPOSE OF THE JOB

This role will support the division and be responsible for selling our branded products and services, generating proposals and estimates, and providing value-added expertise to Stuart Dean’s clients. The Account Executive will also be responsible for revenue generation, profitability, and support of the accounts and clients served.

KNOWLEDGE AND EXPERIENCE

- 5 to 10 years of proven Account Management/Sales experience
- Four-year college/university degree or combination of education and work experience equivalent to a four-year degree is desired.
- Background in related industries including construction, architectural restoration, building finishes, metal refinishing, natural stone, ornamental metals, commercial real estate, facility services, or intangible product or service sales a plus
- Basic MS Office knowledge; computer software and internet proficiency
- Excellent verbal/written communication, strong negotiation and presentation skills
- Highly disciplined, independent, and entrepreneurial
- Strong work ethic and able to perform in a true hunter environment
- Strong cross-selling skills

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop business, sell our services and retain our customers
- Prepare sales action plans and schedules
- Make calls to new and existing clients
- Negotiate with clients and prepare estimates and proposals
- Maintain sales activity records and reports
- Respond to inquiries and concerns by phone, electronically or in person
- Ensure customer service satisfaction and outstanding client relationships
- Conduct market and client research and analysis as needed
- Participate in sales events
- Monitor competitors, market conditions and product development