

Job Position Title: Account Executive
Reports To: John Miller
Location: Superior Consulting Services Corporate Office
Classification: Exempt

Job Summary:

The Account Executive shall professionally sell SCS services and products using technical, organizational, and customer knowledge to persuade customers use of SCS' products and services, and to assist them in applying the products/services to their needs resulting in revenue generation. In addition the position provides input in to the sale of products and services to current and potential customers.

Duties

- Research and develop lists of potential customers
- Contact customers at their place of business to sell services
- Work primarily outside the SCS office selling services (at least 50% of the time) to new and current customers
- Review customer lists and analyze services needed and historically performed for customers
- Work independently to meet established sales goals and quotas
- Exercise discretion in putting together sales bids and presentations
- Perform cost analysis in preparing bids and offers
- Communicate effectively, openly, honestly and constructively
- Exercise independent discretion in negotiating with new and current customers
- Work 40-50 hours per week
- Work independently in SCS office, Client/Prospect meeting or in-route
- Responsible for follow up on sales leads and making cold calls on potential customers
- Make regular sales calls to develop relationships and follow up on leads
- Establish long-term, ongoing repeat relationships
- Resolve client issues with products and services
- Produce regular reports & final plans for the Manager's approval
- Work with other staff to identify future customer needs
- Determine customer satisfaction with products and services
- Develop and project short and long range sales goals and plans
- Provide accurate sales forecasting for budget planning
- Initiate sales proposals to Prospects and Clients, that comply with SCS established guidelines and pricing policies
- Maintain up-to-date understanding of industry trends, technical developments, and regulations that affect target markets
- Assist with other duties as requested

Knowledge and Skills

- Ability to work with a wide variety of individuals at levels ranging from corporate presidents to managers, programmers and non-technical people
- Ability to work under high pressure, constantly changing environment
- Ability to sell "intangibles" to customers
- Maintain an up-to-date selling knowledge of newly developing technologies
- Excellent oral/written communication skills
- Excellent presentation skills
- Excellent customer relations skills
- In-depth knowledge of target market industries
- Ability to travel at least 50% of the time locally

Education and Work Experience:

Bachelor's degree in business or a related technical field and 5 years of field sales experience, or equivalent, required