



# Employee Job Description

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**Job Title:** Account Executive : **BI-LINGUAL (Spanish / English)**  
**Department:** Sales  
**Typically Reports to:** VP, Sales  
**FLSA Status:** Exempt

## JOB SUMMARY

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The position of **Account Executive** is responsible for all sales activities in assigned accounts or regions and manage quality and consistency of product and service delivery.

## ESSENTIAL FUNCTIONS

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Primary job responsibilities may include but are not limited to:

1. Identify sales prospects and contact these and other accounts as assigned; Follow up on new leads and referrals resulting from field activity.
2. Prepare action plans / schedules to identify specific targets and to project the number of contacts to be made; communicate new sale opportunities to appropriate sales management.
3. Prepare presentations, proposals and sales contracts.
4. Present and sell company products and services to current and potential customers; Prepare paperwork to activate and maintain contract services; coordinate shipping schedules and delivery of merchandise and services; Follow-up for collection of payment.
5. Establish and maintain current customer and potential customer relationships; Manage account services through quality checks and other follow-up; Identify and resolve customer concerns.
6. Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
7. Develop and implement special sales activities to reduce stock.
8. Participate in marketing events such as seminars, trade shows, and telemarketing events.
9. Perform all other duties as assigned by VP, Sales

## SUPERVISORY RESPONSIBILITY

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This position has no direct supervisory responsibilities.

## QUALIFICATIONS / COMPETENCIES

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to develop and deliver presentations; Ability to create, compose, and edit written materials.
2. Strong interpersonal and communication skills; Ability to persuade and influence others.
3. Knowledge of advertising and sales promotion techniques.
4. Proficient skills with Word, Excel, PowerPoint, and Outlook
5. Visibility requires maintaining a professional appearance and providing a positive company image to the public.
6. Work requires significant local travel to current and potential customers. This requires the possession of a valid state driver's license.

**REQUIRED EDUCATION AND EXPERIENCE**

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- Bachelor’s degree (or higher)
- 3-5 years related sales and/or marketing experience and/or training
- Equivalent combination of education and experience.

**WORK ENVIRONMENT**

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This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL DEMANDS**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms.

**DISCLAIMER**

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The above statements are intended to describe the general nature and level of work being performed by employees assigned into this classification. They are not intended to be construed as a complete list of all responsibilities, duties and skills required of personnel so classified.

**SIGNATURES**

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This job description has been approved by all levels of management:

Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_