

**ACCOUNT
EXECUTIVE
POSITION
DESCRIPTION**



POSITION: Account Executive
LOCATION: Fairbanks, Alaska
DEPARTMENT: Sales
DATE REVISED: April 2010
CLASSIFICATION/
WAGE: Exempt / Base (DOE) + Commission /Benefits

STATEMENT/PURPOSE:

Responsible for the successful generation of new clients and revenue through marketing to "C" level executives and business owners. Create and build professional relationships, identify and properly qualify business opportunities through company required sales process. Meet minimum sales expectations as outlined. Make recommendations to Executive Management Team on new sales and marketing opportunities that will help carry out the vision of this company.

DUTIES AND RESPONSIBILITIES:

- ❖ Follow company specific sales processes and procedures
- ❖ Initiate business opportunities through various marketing methods to include but not limited to; referrals from existing clients, previous association, strategic alliances, seminars, vendors, direct mail, networking, "cold-calls", and advertising
- ❖ Prepare, process, analyze, review and monitor various documents and materials
- ❖ Complete all required paperwork thoroughly to adequately underwrite prospect
- ❖ Work closely with internal departments throughout entire sales process
- ❖ Prepare and facilitate presentations to prospects and various groups
 - Attend trade shows, conferences, and membership functions
- ❖ Prepare weekly sales progress reports, present during weekly meetings
 - Evaluate sales performance
- ❖ Maintain minimum weekly expectations to include; revenue goals, # of appointments, # of proposals, # of sales, # of calls, # of referrals
- ❖ Be responsive to current client care needs

ESSENTIAL SKILLS:

- ❖ (4) four year Degree or higher preferred
- ❖ Minimum (5) five years of business-to-business sales experience
- ❖ PEO, HRO, insurance, intangible sales experience
- ❖ Knowledge of related fields in human resources, workers' compensation, risk management, employee benefits, insurance, and payroll
- ❖ Excellent interpersonal skills and relationship building skills

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- ❖ Professional appearance
- ❖ Take initiative. Performance driven. Motivated and results oriented
- ❖ Ability to effectively speak and write in clear and concise English
- ❖ Intermediate knowledge of Microsoft Office Applications

PHYSICAL REQUIRMENTS / WORKING CONDITIONS:

- ❖ Operation of motor vehicle in "Alaska's" weather conditions and elements
- ❖ Walking 70-100% of the time
- ❖ Standing 35-70% of the time
- ❖ Sitting 1-35% of the time
- ❖ Light lifting up to 10 lbs
- ❖ Stair climbing
- ❖ Travel outside of Fairbanks

OTHER RESPONSIBILITIES:

- ❖ Maintain professional and technical knowledge by attending all company required training programs and educational workshops; reviewing professional publications; establishing professional networks
- ❖ Other tasks and duties based on the needs of the business