

	<h2 style="text-align: center;">Position Description Manual</h2>
Department: SALES	Position Title: ACCOUNT EXECUTIVE
Effective Date:	Revision No.:

I. REASON FOR EXISTENCE

Account Executive is responsible in building new business, developing current business relationships and ensuring customer satisfaction.

II. DUTIES AND RESPONSIBILITIES

1. Identify business opportunities by qualifying prospects and evaluating their position in the industry thru research and use of sizing questionnaire to acquire new accounts.
2. Design and deliver presentation highlighting the product and services as well as the strength and capabilities of the company to get the full trust of the prospect customer to purchase the product and services being offered.
3. Negotiate and close prospective accounts by discussing their logistical needs and coming up with service level agreements that will be beneficial for both.
4. Maintain relationships with clients by providing support, information , regular visit, and recommending new opportunities discussing KPI, for stronger partnership and to obtain more business from them.
5. Update top management on the progress of target account by creating and submitting weekly report for immediate resolution of any concern that needs to be addressed and help management for sound decision making.
6. Create pipeline by attending exhibits, networking, and researching analyzing market trends to generate more business opportunities.
7. Prepare quotations based on client's requirements and operational capability to ensure profitability and execute services based on set standards.

8. Coordinate and cascade to all departments concerned the requirements by preparing standards operating procedures duly signed by client to ensure satisfaction levels are met and maintained .
9. Develop business plans and sales strategies by preparing actions plans on how to achieve company's vision and goals to attain maximum profitability.
10. Assist finance in timely by monitoring their accounts receivable, credit term and conducting regular reconciliation to ensure clients remain in current status.
11. Maintain and update customer database by filling up customer information sheet and encoding to a central file to provide easy access and profiling of customers.
12. Any other responsibility that is deemed required by the management.

III. QUALIFICATIONS

1. Graduate of a 4 year business course
2. At least with 2 year experience in Customer Service or Sales
3. Excellent oral and written communication
4. Proficient in Office suite
5. Ability to deliver a successful product presentation.
6. High inter personal skills.
7. Organizing skills
8. Decision making and problem solving skills.

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