

Account Executive Job Description template

Account Executive Job Description Template/Brief

An account executive is responsible for managing and cultivating relationships with a company's clients or customers. This includes identifying new business opportunities, negotiating contracts, and ensuring customer satisfaction. The account executive may also be responsible for creating and presenting proposals, as well as analyzing and reporting on sales data. Strong communication and organization skills are essential for this role.

Account Executive Job Profile

An account executive is the face of the company to the client. He or she is the one who is responsible for maintaining and developing relationships with clients. The account executive is the one responsible for representing the company to the client and is the main point of contact between the client and the company.

The account executive is responsible for managing the client's account and ensuring that the client is happy with the products and services that the company is providing.

Reports To

- Account Manager

Account Executive Responsibilities

- Managing client accounts and developing relationships with clients
- Acting as the main point of contact between the client and the company
- Representing the company to the client
- Ensuring that the client is happy with the products and services that the company is providing
- Managing the client's budget
- Negotiating contracts with clients

Account Executive Requirements & Skills

- A minimum of a bachelor's degree in business, marketing, or a related field
- A minimum of 2 years of experience in account management or a related field
- Strong communication and interpersonal skills
- Strong negotiation skills
- Strong project management skills
- Strong organizational skills
- Familiarity with sales CRM software
- Ability to work in a fast paced environment