

Chicago Office Technology Group

Division / Department:

Sales

Location:

Chicago, Itasca and Tinley Park

Job Title:

Account Executive

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours per week: 40

- Exempt
- Non-exempt

General Description: The Account Executive is a full-time outside business-to-business sales professional who is responsible for retaining and growing current accounts and for gaining new market share in a given territory.

Major Responsibilities:

1. Articulate and position COTG products, services and solutions to key decision makers
2. Aggressively pursue competitive accounts and differentiate COTG from competitors
3. Manage the entire sales cycle across customer accounts, engaging specialists as needed
4. Propose and close sales that achieve total revenue growth, profit and customer satisfaction plans
5. Keep abreast of changes in technology and understanding of basic user abilities
6. Prepare daily/weekly action plans by individuals as well as by team to insure focused activity
7. Sustain sales activities; appointments, demos, proposals, cold calls, dials and database updates
8. Meet or exceed revenue and gross profit expectations
9. Perform other duties as assigned

Requirements:

1. BS/BA degree in business or other related field
2. Previous business-to-business sales experience or internship preferred but not required
3. Valid drivers license and minimum levels of auto insurance coverage
4. Excellent communication (oral and written and presentation skills)
5. Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
6. Personal drive and internal motivation toward high achievement
7. Ability to work collaboratively and effectively in a team-oriented environment
8. Ability to influence, negotiate and gain commitment at all organizational levels
9. Demonstrated flexibility and adaptability; willingness to take risks and try new approaches