



Supplier Sales Account Executive  
Job Description

Summary:

Oversees a specific territory and serves as the primary business contact for assigned and prospective supplier accounts. Responsible for delivering a positive and professional client experience and expected to provide excellent customer service as well as to represent the client's needs to management. The account manager should build relationships with clients to encourage new and repeat business opportunities.

Responsibilities:

- Maintain professional relationships with clients
- Participate in creating and presenting advertising opportunities and account reviews
- Day to day management of client's marketing and advertising campaigns
- Pitch fresh and innovative ideas to both existing and prospective clients
- Send emails, make phone calls and in person presentations to clients to the standards set by management
- Plan and organize your personal sales strategies to maximize your return on time invested
- Supply management with communication on client's needs, concerns, interest and potential for new product offerings
- Participate in required weekly sales meetings
- Travel and participate in assigned tradeshow
- Travel a minimum of once per quarter to conduct sales calls
- Ensure that client issues are dealt with in an efficient and professional manner, and relay to management
- Work to be aware and in pursuit of opportunities for account growth at all times
- Maintain a high level of understanding of company products and capabilities
- Maintain a high level of understanding of the industry and current trends
- Participate in required continuing education classes on the corporate level
- Report regularly to Sales Manager providing input on all account activity, including but not limited to pipeline reports
- Identify "at risk" accounts whose revenue may be in decline to use corrective action and ensure the spend is retained
- Perform to your best ability to achieve sales goals and other goal structured contests
- Work professionally in a team environment and encouraging all team members
- Obtain pre-approval on all cancellations, refunds and discounts through the Sales Manager
- Arrive on time and work full scheduled shift
- Schedule and conduct a minimum of 5 client webinars per week
- Keep unscheduled absences to a minimum
- Maintain accurate time sheets and expense reports as requested by management

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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Date \_\_\_\_\_