

ACCOUNT EXECUTIVE JOB DESCRIPTION

Answer the following questions, attach them to your Resume and email/forward them to:

info@sentryprotectiveservice.com

with your contact information

The Account executive will act as an important liaison between the Owner and clients. You will be responsible for understanding the Client goals and then create way to maintain that good relationship.

Your routine tasks will include if not more than what's written in this job description.

- Meet with clients bi-monthly to determine their ongoing needs.
- Negotiating with Clients, solving any problems and making sure deadlines are met.
- Keeping in contact with the client at all stages of the contract.
- Managing the account's budget and invoicing the client.
- Making pitches to win new business.
- Minimum of 5 contracts a year with one major contract every three years.

The Account Executive must have:

- Good spoken and written communication skills
- Strong presentation and negotiation skills
- Confidence, tact and persuasive manner
- Good organizational and time management skills
- Good 'people skills', for working with a range of colleagues and clients
- The ability to lead and motivate a team
- A willingness to work long hours, often under pressure
- A professional manner

- Good business sense and the ability to work with budgets
- Knowledge how to write and compose new Bid Proposals
- Transportation and knowledge of competitors in the area of assignment
- Willing to work from home and on the road often
- A strong purpose of achievement
- Strong Computer Skills
- Previous record of client account(s)
- Available 24/7 days a week via phone or email

Q/A

- From start to finish, describe how to secure a new account.
- Explain the different sections of a Bid Proposal.
- The customer is always right, how do you let your creative teams know that in an effective manner?
- What do you do for your professional development?
- What does it take to close an account?
- How do you find and target new accounts?
- Tell me about a time when you depended on your creative mindset and ability to seal a sale.
- Do you follow a personal sales method? Can you describe it?
- What elements are key to creating an effective market analysis?
- How do you manage expectations with clients when their budgets don't align with their marketing ideas?
- Describe an instance with a client or prospect where you made a mistake. How did you handle the situation?
- Explain a time when you had to deal with a crisis involving a difficult client, and how you were able to transform it into a win for the company you represented.
- How do you plan on spending your first month on the job to acclimate yourself and bring in fast profits for our company?

- Describe a coworker on your former team that you admired, and how you've used your observation to build upon your own success?
- In one paragraph tell me your skills and why I should hire you.

THANK YOU