



## Job Description

Account Executive	
Reports to: General Manager - Sales	Dates Revised: 12/2017
Supervises: N/A	FLSA Status: Exempt

**Summary:** Responsible for building the base of business at Eaton Office Supply by contacting potential accounts, while maintaining and growing the business within existing accounts.

### Essential Functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Contacting new, potential customers in order to grow business at Eaton Office Supply including the Account Prospecting Program with weekly call responsibilities and follow up action items.
- Maintaining and growing business within an active account base.
- Listening, and responding in a positive manner to your clients needs.
- Getting all applicable information from your active and potential account base for Navision software. (Phone number, email addresses, fax number, departmental contacts, etc.) This includes updating and maintaining all information for client in Acsellerate CRM.
- Respond to information requests from Sales Managers regarding customer maintenance, E-Commerce demonstrations, new prospects, and customer contract updates.
- Maintain contact (on site, email, phone) with current account base on a regular basis including account retention strategies and all sales initiatives supporting all product categories that we sell.
- Be professional, maintaining a positive attitude both at your customer base, and at Eaton Office Supply.
- Support Sales/Gross Profit Sales Goals of Strategic Plan.
- Perform On-Site E-Commerce Training when necessary.
- Explain ordering, invoicing, and delivery options to a potential client.
- Have the ability to create and deliver an organized presentation and do business reviews in order to grow account in all categories.
- Constantly update your knowledge of new products, and opportunities, and apply them in our marketplace. Use CRM to update opportunities and use CRM training as well as vendor videos to update knowledge of systems and trends.
- Determine discounted price structures for your existing, and potential account base.
- Report to Sales Managers on a regular basis regarding your activities, which may include handing in calendars for the next week and call reports at the end of each week.

- Be active in managing Gross Profit margins and dollars within your account base. Each sales executive is responsible for managing their client's pricing contracts on a quarterly basis with updates being entered through Customer Service/Account Maintenance Specialist in a timely fashion.
- Support all Marketing Team initiatives through customer follow-up and CRM updating

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education/Experience**

- A bachelor's degree is preferred with computer skills such as Microsoft Excel, Microsoft Word and Power Point

### **Skills/Abilities**

- Ability to communicate clearly both verbally and orally.
- Knowledge of Eaton Sales procedures and philosophy.
- Computer skills including; typing, email, internet, software programs including Microsoft word, and excel.
- Competency on EOS Navision operating system and Sales Support CRM program
- Ability to understand and analyze reports to monitor sales activity and trends.
- Understand inter-department functions.

### **License/Certification**

Valid drivers license and insurance

### **Equipment**

Private vehicle.

### **Position Type/Expected Hours of Work**

40 hours per week,  
overtime when necessary

### **Travel**

- Travel is necessary to see clients and prospects on a daily basis

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit.