

**Position:**

Account Executive

The Account Executive reports to the Vice President, Account Management and is responsible for execution of account management strategies critical to Park City Group's revenue growth and client satisfaction. Strategies may include, but are not limited to, expansion of the retail and supply client base and business development opportunities related to the sales of additional Park city Group solutions.

Salary:

The Account Executive position is salaried and competitive with industry norms.

Travel:

Required

Job Description:

Responsibilities include, but are not limited, to the following:

- ❖ Executing business development activities related to PCG's Install Base Retail and Supplier Accounts e.g.
 - Plan and manage personal business portfolio/territory/business according to an agreed market development strategy.
 - Plan and prioritize personal sales activities and customer/prospect contact towards achieving agreed business aims.
 - Ability to identify and convert new business opportunities.
 - Ability to effectively manage customer & staff relationships, promptly responds to queries, ensure commitments are kept and manage expectations.
 - Maintain and develop existing and new customers through appropriate propositions and ethical sales methods, and relevant internal liaison, to optimize quality of service, business growth, and customer satisfaction.
 - Use customer and prospect contact activities tools and systems, and update relevant information held in these systems.
 - Respond to and follow up sales enquiries using appropriate methods.
 - Monitor and report on market and competitor activities and provide relevant reports and information.
 - Record, analyze, report and administer according to systems and requirements.
 - Communicate, liaise, and negotiate internally and externally using appropriate methods to facilitate the development of profitable business and sustainable relationships.
 - Attend and present at external customer meetings and internal meetings with other company functions necessary to perform duties and aid business development.

Requirements:

- ❖ Knowledge:
 - Education - Bachelors Degree preferred
 - A good understanding of what it takes to maintain and develop the most productive client relationships
- ❖ Experience:
 - A minimum of 5 years previous sales / account management.
 - Proven Account Management skills required in order to create, maintain and enhance customer relationships.
 - Proven track record in achievement of quotas / company targets
- ❖ Abilities:
 - Judgment / Ability to prioritize work
 - Self Motivator
 - Communication written, verbal and presentation skills
 - Time management
 - Negotiation skills
 - Ability to lead a project using own initiative and working as part of a team.

Send resumes to jobs@parkcitygroup.com

Be sure to reference the position for which you are applying.