



Associate Account Executive

Job Description

Summary

The Associate Account Executive is responsible for sales activities related to developing strategic relationships with major clients and driving category expansion in existing accounts via telephone, email and/or face to face client visits. This involves, but is not limited to: client contacts, presentations, quote generation, RFP response and other sales activities for their assigned accounts. Pre-sales support functions include: product ideation, pricing, research, product information, building presentations, et cetera.

Reports To

Manager of Sales Operations

Job requirements

- Ability to adapt to change and perform in a fast-paced environment
- Self-motivated and clear idea of teamwork value
- Excellent project management, organizational, administrative, and follow up skills
- Strong ability to multi-task
- Hands-on attitude and continuous improvement mentality
- Proficient in Excel, Word, Outlook, SAGE, and ASI software packages
- Customer service, people, and results oriented
- Proactive attitude

Job duties will include:

- Develop and uncover net new lines of business for assigned accounts.
- Liaison for team; create bridge for discussions between vendor, client, accounts team and production
- Develop relationships with strategic vendor partners and maintain a specific number of appointments as outlined.
- Starting point for client opportunities and product ideation
- Sourcing and research of product
- Work closely with Import Department on overseas projects
- Manage compliance requirements for larger clients
- Prepare client presentations and quotes
- Attend vendor presentations for new product ideas and vendor sources
- Special projects as needed