



JOB DESCRIPTION

Job Title: Account Executive
Location: Richmond or E. VA territory
Job Grade: n/a

Reports to: Select Account Team Manager
Department: Sales
FLSA Status: Exempt

Summary job description

Responsible for managing assigned accounts, increasing business, maximizing sales and GP revenues, and meeting corporate objectives. Maintain 100% customer satisfaction through account management and planning. Assist InSource staff with achieving corporate goals while attaining individual quotas. Strategize with management on market potential. Develop knowledge base through training and personal development. Support and promote company goals, initiatives, and sales process.

Essential job functions

- Call and travel to meet with and present to existing clients on a regular basis to promote solutions, resolve issues, and ensure client satisfaction. Work to expand client relationship and sales through multiple customer relationships at various levels within the organization, optimally at the strategic business focus level.
- Assist sales staff in achieving strategic goals and directives.
- Monitor customer needs and goals to determine focus of sales efforts.
- Utilize and document the InSource sales process for major opportunities.
- Perform sales activities on assigned accounts and negotiate sales price and discounts for non-strategic accounts through the Vice President as required.
- Manage effective programs to address sales of emerging solutions, improved seminar presentations, pro-active competitive strategies and targeted sales campaigns. Prepare and deliver effective sales presentations in-person and via WEBEX.
- Collaborate w/ Vendors, System Consultants, Manufacturing Consultants, Solutions Architects and Product Specialists to expand business inside and outside WWSE.
- Accurately forecast annual, 30, 60 and 90 day revenue streams.
- Regularly update and utilize SalesLogix and Business Objects for business generation, letters, and calendaring of efforts and follow-ups. Comply with minimum SLX requirements.
- Complete training modules as required for sales. Maintain a thorough knowledge of company's products, pricing practices, and selling skills.
- Observe the high quality of InSource Solutions ethical standards in presentations, proposals, and overall representation of the company.
- Coordinate with Client Service staff to address client issues.



- Track expenses and submit reports monthly.

Other job functions

- Support Seminars and Symposiums sponsored by Vendors or InSource Marketing.

Minimum job requirements

- **Education:**
 - Degree in Engineering or equivalent work experience
- **Experience:**
 - 5 or more years experience in business-to-business sales with a technical product company
 - 1 or more years experience in manufacturing
 - Experience with PLCs or DCS (distributed control systems)
 - Work experience with potential client base a plus
- **Specific Skills:**
 - Strong business acumen
 - Ability to gain access to high level business influencers and decision makers.
 - Excellent time management and organizational skills
 - Excellent oral and written communication skills
 - Plan oriented – create and execute an account/business plan
 - Proven presentation skills
 - Superior interpersonal skills, especially teamwork ability
 - Proven ability to work independently
 - Active listening skills
 - Proven ability to identify and close large opportunities.
- **Specialized knowledge, licenses, etc.:**
- **Other:** Professional appearance and presentation required.

Supervisory Responsibility: none



Work Conditions: General office or home office environment and customer manufacturing site visits. May require standing, walking, climbing stairs, light lifting, sitting, etc. Some elevated noise levels exposure. Travel, including overnight travel is required.