



## Job Description Account Executive

**Job Title:** Account Executive

**Department:** Sales

**Reports To:** Sales Manager

**FLSA Status:** Exempt

### Summary

The Account Executive will be responsible for identifying and developing new business opportunities, managing client accounts, and fostering strong client relationships. The ideal candidate will be results-driven and goal-oriented, focusing on hitting sales targets while ensuring customer satisfaction through tailored technology solutions. The Account Executive collaborates with internal teams to support the company's mission of optimizing business productivity through innovative solutions.

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### Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Identify and develop new business opportunities within the Albuquerque business community.
- Manage and grow assigned client accounts by fostering strong, long-term professional relationships.
- Conduct discovery to understand customer needs and present tailored technology solutions, including Imaging, IT, Security, and Audio/Visual systems.
- Negotiate contracts and close sales to meet or exceed established sales quotas.
- Collaborate effectively with internal teams to ensure high levels of customer satisfaction and support.
- Plan work in advance on a daily, weekly, and monthly basis to ensure consistent sales activity.
- Participate in regular sales meetings and one-on-one sessions with the Sales Manager.
- Maintain accurate records of client interactions, inquiries, and transactions within the company database.

### Requirements & Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

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

### Education/Experience:

- Bachelor's degree in business, technology, or a related field (preferred).
- Experience in office technology sales or a related industry is a strong advantage.
- Proven track record in sales, business development, and account management.

**Language Ability:**

- Ability to effectively present information and respond to questions from clients, managers, and the general public.
- Strong communication, negotiation, and client relationship-building abilities.

**Skills and Competencies:**

- Results-driven with a track record of meeting or exceeding sales targets.
- Strong understanding of technology solutions (Imaging, IT, Security, A/V).
- Ability to work independently while collaborating effectively with team members.
- Organized and detail-oriented with consistent follow-up habits.

**Work Environment**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time on-site office setting in Albuquerque, NM.
- The noise level is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Regularly required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to lift and/or move up to 20 pounds.
- Vision requirements include the ability to use a computer and adjust focus.