



SENIOR SALES ACCOUNT EXECUTIVE

Position Title: Senior Sales Account Executive	Department: Sales
Reports To: Sales Manager	FLSA Status: Exempt

General Summary:

The Senior Sales Account Executive Researches ReadiTech IT Solutions' market area for potential customers of ReadiTech IT Solutions' equipment and services and sells ReadiTech IT Solutions' products and services, including but not limited to telephone systems, security and surveillance systems, maintenance contracts, and managed IT service contracts.

Essential Job Functions:

- Research ReadiTech IT Solution's market area for potential customers of ReadiTech IT Solutions' equipment and services.
- Sell ReadiTech IT Solutions' products and services, including but not limited to telephone systems, security and surveillance systems, maintenance contracts, IT service contracts.
- Responsible for network sales
- Manage any wholesale relationships
- Maintains contact with existing customer base and capitalizes on any new sales opportunities within this customer base.
- Follows up with customers following installations and alterations to ensure customer satisfaction.
- Inform and educate existing and potential customers on Company services and equipment.
- Respond directly to customer inquiries and correctly dispatch customer calls to appropriate personnel.
- Primarily responsible for the coordination of proposals and prospective sales to new and existing customers.
- Accurately prepare specifications, proposals, and quotes.
- Responsible for the coordination and negotiations with equipment providers.
- Assist in product development and provide accurate sales forecasts for new and/or existing products.

- Provide activity and results reports to management, such as daily call reports, weekly work plans, monthly and annual territory analysis, and year to date sales reports.
- Monitor competition by gathering current marketplace information on pricing and products.
- Assist as needed in any community promotional events.
- Assist the Sales Manager in the yearly-expanded sales and services budgetary requirements.
- Assist with and/or perform any sales training that is requested by the management team.

Knowledge, Skills, and Abilities:

- Knowledge of IT/IP technologies
- Comprehensive knowledge of REDItech IT Solutions' products and services.
- Knowledge of company policies and procedures.
- Knowledge of marketing and sales practices and principles.
- Skill in operating customer management systems.
- Skill in oral and written communication.
- Skill in persuasion techniques.
- Skill in negotiating.
- Analytical skills to understand the challenges and problems that customers face so sale opportunities can be identified.
- Ability to communicate with customers, co-workers and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to make sound decisions using information at hand.

Education and Experience:

Qualified candidates will have a high school diploma or equivalent, and three to five years of proven sales experience. High performing Senior Sales Account Executives have the demonstrated ability to overcome obstacles, achieve sales goals, and articulate ideas clearly and concisely in a variety of settings.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to identify by sight maintenance needs on buildings and grounds. Must be able to drive vehicle and operate other machinery such as mowers/trimmers.				X
Communication: Must be able to communicate with co-workers.				X
Movement: Must be able to move around facilities to perform maintenance and other assigned duties.				X
Climbing/Stooping/Kneeling: Must be able to ascend and descend ladders and work on different levels of the buildings. Must be able to position self to perform maintenance and other assigned duties.			X	
Lifting/Pulling/Pushing: Must be able to lift at least 50 pounds regularly from floor to waist, occasionally overhead, and move heavy equipment.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.