



**Job Title:** Business Account Executive  
**Primary Location:** Williamsburg, Virginia  
**Relocation Assistance:** No  
**Telecommute:** Option Available  
**Work Hours:** Full-time/Day Shift  
**Reports to:** Company President  
**Salary Range:** Guaranteed Draw + Commission  
**Annual Bonus:** YES - based on sales performance

A small newly formed consulting firm that specializes in planning and managing healthcare and business IT software installations, upgrades, and new deployments has an immediate opening for a Business Account Executive.

We are looking for a long-term candidate with a commitment to success who can use their existing client contacts to grow the business. This candidate will need to possess the skills necessary to help create a new sales department. If you have ever said to yourself, if I could build a sales department from scratch it would be different. Well, this is your chance.

The guaranteed salary draw is set. But, your commission possibilities are unlimited. In addition, we have **instituted a program that lets you set your annual bonus and annual sales quota**. So, you don't have anyone telling you what you can or cannot make. You determine!

If you are not afraid to try something new, work in a small firm, know your co-workers well, help to build a successful sales program from scratch, and assist in identifying the tools you need to perform your job, then you are the person for which we are searching. In this position, you can truly carve out your future based on your effort, dedication, and innovation.

**Must have requirements:**

- 3+ years as a seller in the business IT industry
- 3+ years of solid experience working with major IT software and systems from such vendors as Microsoft, Sun, Novell, and Oracle,
- 3+ years of high-level technical knowledge about business IT software installations, upgrades, conversions, disaster recovery, network architecture, and other usual and customary business projects
- Associates Degree at minimum; prefer 4-year degree in computer science
- Experience working in a small firm
- Existing client contacts
- Ability to find new opportunities and close the sale
- Ability to travel (regional)
- Proficient use of Microsoft Word, Excel, PowerPoint, Internet Explorer, and Outlook
- Dependable, prompt, professional, and a team player with a sense of humor



**Job activities include:**

- Developing and maintaining relationships with new and existing customers via meetings, telephone calls and emails
- Visiting potential customers to prospect for new business
- Acting as a contact between a company and its existing and potential markets
- Negotiating the terms of an agreement and closing sales
- Gathering market and customer information
- Representing the organization at trade exhibitions, events and demonstrations
- Advising on forthcoming product developments and discussing special promotions
- Recording sales and order information and sending copies to the sales office
- Reviewing own sales performance, aiming to meet or exceed targets
- Gaining a clear understanding of customers' business and requirements
- Making accurate, rapid cost calculations, and providing customers with quotations
- Feeding future buying trends back to employer
- Sells consultatively and makes recommendations to prospects and clients of the various solutions the company offers to solve their business problems
- Develops a database of qualified leads through referrals, telephone canvassing, face to face cold calling on business owners, direct mail, email, and networking
- Assists in the implementation of company marketing plans as needed
- Creates and conducts effective proposal presentations and RFP responses that identify prospects business problems, the effects of the problems, and the solutions to their problems.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Participates and contributes to the development of educational programs offered to clients, prospects and company employees.

**Other Qualifications**

- Must possess excellent written and verbal communication skills
- Must be dependable and prompt
- Must be a team player with a "can do" attitude
- Must have a sense of humor
- Must have excellent organizational skills to balance work and prioritize tasks
- Must have the ability to work independently with minimal supervision