



## Example of Account Executive, Corporate Job Description

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Our innovative and growing company is looking to fill the role of account executive, corporate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for account executive, corporate

- Responsible for all aspects of the selling process - Identify, Qualify, Sell, Close and Administer for all volume business in a designated territory Generate leads by using networking and other sales tools Qualify, Sell and Close Identify key steps to close sale, identify decision maker and influencers
- Writing press releases, fact sheets, pitch letters, and bylines
- Participating in brainstorming, office activities, staff meetings and client meetings ensuring overall client satisfaction
- Identify and work with media
- Build relationships with a variety of existing accounts
- Prioritize opportunities and apply appropriate resources
- Collaborate with the Corporate Account Manager to close opportunities and turn over all transactional activities to the Corporate Account Operations team
- Managing including monitor of sales performance of account that are assigned
- Achieving sales target assigned by line manager
- Implementing Key Account Management system

### Qualifications for account executive, corporate

- Outstanding verbal and written communication skills the ability to solve problems and handle multiple tasks simultaneously

- Extensive experience within a B2B lead generation and technical sales experience
- 4-6+ years of public relations agency or corporate communications experience, with an emphasis on corporate communications, reputation management, issues and/or crisis communications
- Proactive, engaging personality who can work well within a team environment and across all levels of client and firm management
- Strong sense of client service and urgency