



## Example of Account Executive, Corporate Job Description

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Our company is hiring for an account executive, corporate. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for account executive, corporate

- Coordinate and formulate a plan of action for non-RSA territory coverage with EBSCO Subscription Services Field Representatives
- Coordinate with Regional Offices, Regional Sales Managers (RSM) and Sales Manager
- Cover open sales territories own under certain situations
- Actively prospect for new sales opportunities with advanced selling tools such as LinkedIn Sales Navigator, Avention, and Data.com
- Meets or exceeds new sales targets
- Actively manages territories as assigned by the Regional Sales Manager that overlay into the field sales channel, or open territory coverage
- Participates fully in meetings, coaching sessions, trainings and individual development sessions
- This role has a strong focus on prospecting and cold calling
- Media monitoring (depending on client needs, sometimes reports need to be sent by 8.30am)
- General account service administration – organising weekly client calls, managing the work in progress report, developing work back plans, keeping teams on track)

### Qualifications for account executive, corporate

- Familiarity with database, web server, and open source technology a plus
- 3 years of experience in Public Relations in the corporate/B2B or consumer

- Fluency and/or familiarity with digital and social media required
- Experience working on multi-disciplinary (holistic)/integrated communication initiatives
- Strong understanding of the relationship between traditional public relations and the use of current online/digital technology and social media