



Example of Account Executive, Corporate Job Description

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Our company is searching for experienced candidates for the position of account executive, corporate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for account executive, corporate

- Contributing to and participating in new-business presentations
- Captures and records customer information and sales activity data into Salesforce.com (CRM) and other West business systems
- Quickly learning respective merits and applications of different social and digital platforms
- Contributing to the development and growth of close working relationships with relevant trade and national media
- Conducting research and assisting with proactive media outreach to secure top media coverage for clients
- Monitoring, assessing and reporting on traditional and social media coverage to help inform client communications strategy
- Coordinating conference participation and content partnerships to increase visibility and thought leadership for clients
- Initiating ideas and appropriately delegating work
- Ability to understand technical and complex client businesses, and convey their news and POVs in a compelling way to external audiences
- Is a self-starter, who autonomously manages media relations by identifying and working with target media and demonstrating a network of traditional and online media contacts and influencers

Qualifications for account executive, corporate

- Excellent writing skills are essential to this position, great attention to detail, organization, multi-tasking and being proactive
- Strong influencing skills is a must
- Committed to excellence with a real passion for media
- Results oriented, consistent sales performer, exceeding sales and quota expectations
- Self starter with ability to innovate around solving problems and creating incremental opportunities
- Territory planning, mapping and management with emphasis on teamwork