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# Example of Account Executive, Corporate Job Description

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
* Proficient in Outlook, Excel, Powerpoint , Word
* 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