Downloaded from <https://www.velvetjobs.com/job-descriptions/account-executive-corporate>

# Example of Account Executive, Corporate Job Description

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 practice of an agency or corporate/in-house
* Experience working with tech brands, tech PR preferred
* 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