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# Example of Corporate Account Executive Job Description

Our company is growing rapidly and is looking for a corporate account executive. 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 corporate account executive

* Organising and attending events with support from senior staff
* Identifying appropriate speaking platforms for clients
* Producing content and writing press releases, by-lined articles, blog posts, and beginning to undertake longer form PR materials development such as short project plans
* Dealing directly with clients on a day to day basis
* General account service administration – organising weekly client calls, managing the work in progress report, booking meeting rooms and team diary management)
* Developing and maintaining relationships with the media
* Writing press releases, whitepapers, brochures, proposals etc
* Social media monitoring and engagement
* Account administration – preparing reports and meeting notes
* Strong presenting and influencing skills

## Qualifications for corporate account executive

* Demonstrable familiarity with health-care industry beyond clinical program
* Limited travel will be required for this position
* 6+ years' experience selling technology hardware, software or complex technical solutions to mid-market and enterprise accounts with a proven track record in prospecting, qualifying, and acquiring local accounts
* Thorough knowledge and relationships within the vendor partner community
* Preferred knowledge of Haz Mat regulations
* Must be self-motivated and have the ability to maintain confidentiality