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# Example of Executive Sales Job Description

Our company is hiring for an executive sales. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive sales

* Meet or exceed personal sales solicitation call goals based on a minimum of 5 daily appointments covering existing and prospective accounts
* Responsible for administration of support functions to their supervisor including, but not limited to responding to emails and correspondence on behalf of their supervisor
* Manage and update the contact database and hotel function space booking program
* Organise exhibitor screenings & feedback, plus events when required to do so
* Solicit tours, wholesale and/or tour series business through action plan preparation and execution
* Develop and maintain agent accounts in order to maximize revenue generation to Polar Air Cargo
* Prepare and collect market information to statistics and presentation
* Coordinate assigned accounts within the territory, including the development of strategy, tactics and communication with the account contracts
* Maintain communication and coordination with Reservations & Customer Service Supervisor to provide continuity with corporate plans and objectives at the sales territory level
* Interface with Terminal Services employees to maximize revenue opportunities

## Qualifications for executive sales

* Ability to manage sales pipeline and forecast/report accurately
* New business development from lead generation to proposal to sales close
* Ability to develop and execute sales strategies to achieve targets
* Ability to interact with stakeholders at a senior level within existing and potential client base
* Self-starter with drive and determination to succeed
* Ability to present technical solutions to senior stakeholders