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# Example of Junior Executive Job Description

Our growing company is hiring for a junior executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior executive

* Support client engagement activities
* Support business plans and strategies to expand the customer base and maximise income for the company
* Accountable for the delivery of company sales revenue targets
* Active in the proposal preparation and strategy planning
* Ensure the successful achievement of the company’s sales goals
* Playing an integral role in new business pitches and hold responsibility for the effective on-briefing the execution on new clients
* Analyzing accounts-developing action plans
* Planning sales budget related to the appointed accounts
* Deliver monthly and ad-hoc product/market figures to the affiliates
* Achieve the desired share of customer’s volume

## Qualifications for junior executive

* Quick learner, eager to expand their horizon
* Previous sales experience within a fast paced office environment (minimum 1 year)
* Excel Ninja and proficient in PowerPoint, Word and Outlook a must
* Self-assured and confident appearance
* Proficiency in the Microsoft Suite (Word, Excel, Outlook, PowerPoint)
* Ability to use initiative work as part of a team