



Example of Solutions Executive Job Description

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Our growing company is looking to fill the role of solutions executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for solutions executive

- Oversee medium to large project budgets, scope, schedule, quality, performance, and appropriate business measurements for the project
- Provide oversight of IT and process deliverables related to acquisitions, divestitures, reorganizations, and realignments
- Executive leadership over the Corporate Solutions projects, ensuring that defined visions, objectives, standards, and methods are met
- Interface with senior executive leaders and sponsor to ensure appropriate level of stakeholder buy-in is achieved through the project lifecycle
- Define strategic opportunities within the scope of the project to exploit system solutions to support critical business processes that impact employee productivity, business process efficiencies, revenue opportunities or cost measures
- Cross functional project management across various departments and leaders
- Documenting meeting minutes manage action items
- Communication proxy for executive staff as needed
- Coordinating all executive travel arrangements with the expectation of heavy travel and, often, significant changes on short notice
- Managing and reconciling expense reports, purchase requisitions submissions and contract submissions

Qualifications for solutions executive

- The ability to develop, coordinate and lead teams comprised of employees

- A minimum of 4-6 years of business development and solution sales experience in the HVAC / building automation systems space or equivalent work experience
- Ideally 5 years of experience leading and closing the sale of complex consulting solutions
- Must have proven ability to develop senior level client relationships
- Operation/key account management experience
- Degree in Business or Engineering or other related technical field is desired