

JOB DESCRIPTION

Description: Account Executive

To ensure that agreed business aims (including sales quotas, company budgets and profitability guidelines) are met through proper planning of sales activities and a well defined market development strategy.

SCOPE AND MAGNITUDE:

- Responsible for marketing and sales of products within your assigned market.
- Develop Marketing and Sales plans and annual business plan (and budget) in conjunction with the Department Manager(s) detailing activities to follow during the fiscal year in order to meet or exceed the sales quota.
- Active management and reporting of opportunities through maintenance of accurate records of all sales activities including sales calls, visits, presentations, closed sales and follow-up activities using standard company reports and forms for weekly submittal by selected deadline.
- Follow up with statutory authorities for approval on plant and equipment proposed.
- Actively maintain a widespread customer base and develop new techniques to attract business.
- Provide all relevant details and customer requirements for enquiries to the required Department. Assist where necessary to ensure that a quotation is provided to the customer in a timely basis.
- Consistently follow-up with customers regarding collection of funds payable ensuring that payments are received on a timely basis and attend required meeting(s) to report on progress.
- Follow-up Foreign Purchasing Department and advise Customers on status of delivery of orders.
- Deliver smaller items of equipment directly to the customer and liaise with the Stores Department to arrange for delivery of larger equipment when received;
- Ensure that all requests for service work are submitted to the Customer Support Services (CSS) Department in a timely manner to allow for planning consideration. Follow up with the CSS Department regarding installation progress ensuring that all customer requirements are met.
- Ensure all works are carried out in accordance with current Company Procedures and Policies particularly, as they relate to the Company's Management Systems.

- Travel overseas from time to time as required to attend training courses, industry seminars/conferences or other activities as required.
- Perform related duties as assigned. Must be flexible in approach to work and undertake any other duties that may be required within the scope of the organization.

EDUCATIONAL REQUIREMENT:

- At least five (5) O'Level passes including Mathematics and English or equivalent
- Possession of Tertiary Education Certificate will be an asset.
- Proven successful track record in sales covering at least two (2) years.
- Competence in Microsoft Office

GENERAL REQUIREMENTS:

- Must own a Vehicle and have a valid private driver's permit.
- Experience and training in HSE policies and procedures.
- Excellent Customer Relation Skills
- Any other practical experience in similar capacity.

COMPENSATION INCLUDES:

- Base salary plus commission
- Travelling and cell phone allowance
- Health Insurance
- Performance Incentives

COMPETENCIES

- Personal leadership
- Commitment & Perseverance
- Teamwork
- Drive & Enthusiasm
- Integrity
- Multi-Tasking & Time Management
- Multi-Talented

- Adaptability / Flexibility
- Customer Focused & Service Oriented
- Results Oriented
- Initiative
- Technical Knowledge & Application
- Effective Communication verbal and written