



## **ACCOUNT EXECUTIVE**

Location: Lincolnwood, IL  
3450 W. Devon Ave., Lincolnwood, IL 60712  
847-675-1600

### **Description:**

Responsible for business development activities from lead generation through the project management process. Develop and implement agreed upon sales and marketing plan which will meet both personal and business goals of expanding customer base in key targeted areas. Work with the center's management and support teams for the achievement of customer satisfaction and revenue generation, in line with company vision and values.

### **Responsibilities:**

1. Develop annual sales plan with Franchise Partner or Center Manager, detailing activities to follow during the fiscal year, which will focus the position on meeting or exceeding sales quota.
2. Sell consultatively and make recommendations to prospects and clients using various products and the FASTSIGNS Selling Solution System.
3. Identify sales prospects and contact these using a "drill down" and "share of wallet" concept.
4. Develop and maintain a database of qualified leads through networking, email, referrals, trade shows, telemarketing, face to face, and cold calling on business owners.
5. Follow up on new leads and referrals resulting from telephone, marketing and field activity.
6. Prepare presentations, estimates and sales contracts.
7. Establish and maintain estimate follow-up procedures.
8. Regularly communicate with owner about "pipeline" of business, customers and prospects at all stages of sales cycle. Prepare status reports, including activity, closings, follow-up, and adherence to goals for weekly sales meetings.
9. Identify and resolve customer satisfaction issues.
10. Establish and maintain effective team relationships with all support departments.

### **Experience/Requirements:**

- Previous sales experience (1-3 years), business to business sales preferred.
- Proven ability to achieve sales goals and quotas.
- Ability to develop and deliver presentations, both in writing and orally.
- Ability to resolve problems, conflict and complex communications issues.

- Ability to deal with a variety of emotions and frustrations in sales; emotional maturity and stability needed.
- Strong time management, interpersonal and communication skills.
- Requires significant local travel to current and potential clients. This requires the possession of a valid state driver's license.

**Desired Skills:**

- **Personality:** Self-driven, results-oriented with a positive mental outlook, and a clear focus on quality and business profit. Empathic communicator, able to see things from the other person's point of view. Always presentable and businesslike. Able to get along with others and be a team-player.
- **Computer Skills:** Must be proficient with email, Internet and computer applications such as MS Office.
- **Communications and Financial skills:** Able to understand profit, gross margin percentages and calculations. Must be a very competent writer of business letters, quotations and proposals. Strong communicator, both in face-to-face and telephone settings.

Please direct any inquiries to [Elizabeth.oconnor@fastsigns.com](mailto:Elizabeth.oconnor@fastsigns.com)