**Account Executive**

**POSITION SUMMARY:**

Account Executives will work as part of a team to prospect business and residential customers to provide a full menu of Telecom, Internet, Security and Merchant Services related products.

**JOB DUTIES & RESPONSIBLITIES:**

* Prospect for new customers in person, over the phone, via email and through networking
* Field inbound business and residential sales inquiries
* Customer retention
* Work to maintain ongoing customer satisfaction
* Create and distribute marketing materials and campaigns
* Attend special networking and sales events

**DESIRED EXPERIENCE:**

* Excellent organizational, computer and time management skills are a must
* Knowledge of Microsoft Word and Excel are required
* Sales/Industry experience preferred but not required

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Drivers License and maintaining insurability under the Company’s policy

Background Check required

**BENEFITS:**

Competitive wage, commission and cell phone reimbursement are available. Benefits include Health, dental, disability, life insurance, 401k, paid holidays and paid vacation.