



## **Account Executive Position Description**

**Department:** Sales & Marketing  
**Reports To:** Sales Manager  
**Location:** Corporate Office  
**Status:** Salaried  
**FLSA:** Exempt

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### **General Summary:**

The Account Executive is responsible for prospecting, contacting and successfully selling all products and services of Peñasco Valley Telephone Cooperative, Inc. and its subsidiaries throughout our service areas.

### **Essential Job Functions:**

- Assists in compiling and maintaining a current list of prospective businesses, organizations and/or individual customers by market; secures orders from existing and potential customers by means of telephone and personal contacts; identifies customer need for PVT and its subsidiaries products and services.
- Provides technical and non-technical information and data for customer to consider in the decision making process.
- Participates in the development of sales strategies and action plans for identified targets of opportunity.
- Uses marketing, advertising, promotional and equipment supplier information and materials as tools to achieve sales.
- Responsible for the achievement of established sales goals; provides monthly sales forecast for assigned sales area; submits actual monthly sales information for assigned sales area.

- Secures opportunities to quote on customer requirements; follows up (by phone or personal visit) on quotations submitted to customers.
- Works closely with technical personnel to provide a satisfying and coordinated sales process for all lines of business.
- Works with customers to determine placement, programming and meeting other customer needs.
- Submits weekly activity/call reports concerning customer related activities for quotes, orders, follow up, and problems; performs all requested duties in the assigned sales area.
- Follows company outlined and established sales policies and procedures.
- Establishes and maintains superior customer service expectations; places a premium on customer satisfaction and profitability.
- Performs work with the awareness of all potential hazards; uses safety equipment and utilizes safety practices; attends and participates in all designated safety and training meetings; abides by the company's safety manual.
- Places a premium on customer satisfaction; makes every attempt to perpetuate PVT and its subsidiaries positive image in all customer related service activities.
- Makes every attempt to perpetuate a professional positive image for PVT and its subsidiaries in all customer related sales and service matters.
- Completes other reports, analysis, duties and assignments as needed.

### **Other Responsibilities:**

- Other duties as assigned by Management.

### **Knowledge, Skills & Abilities:**

Knowledge of sales and customer service techniques; must develop an understanding of telecommunications technologies including all future sales and service offerings. Accept responsibility and accountability for sales goals and results; must keep positive and professional demeanor in all customer related activities; possess good written and verbal communications skills; must exhibit excellent customer service skills; must be organized with attention to detail.

**Education and/or Experience:**

High School diploma or GED. Associate's degree or higher in Marketing, Business Administration, Advertising, Communications, Sales and/or related field. A minimum of three years of direct selling experience and activities is required.

**Certifications, Licenses, Registrations:**

Must have, or be able to obtain, and maintain a valid New Mexico state driver's license, have an excellent driving record and be insurable under the Company's insurance policy.

**Other Qualifications and/or Credentials:**

**Physical Requirements:**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

**Working Conditions:**

The work environment for this position is usually a climate controlled building with adequate lighting and space. There may be times when it is necessary to work in outside weather conditions. The normal noise level is quiet in the office environment and may be moderate to loud in outside conditions.

**Note:**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.