

JOB TITLE: ACCOUNT EXECUTIVE

Develop, cultivate, and maintain key customer accounts. Coordinate with corporate customers' IT and Purchasing persons-in-charge to help identify their technology requirements and propose different solutions.

REPORTING RELATIONSHIP:

Directly reports to ACCOUNT EXECUTIVE TEAM LEAD

DUTIES AND RESPONSIBILITIES:

- Maintain engagement with existing key accounts.
- Develop new corporate customer accounts.
- Monitor customer IT requirements and prepare proposal for solutions
- Provide sales and technology presentations to customers.
- Coordinate sales efforts with marketing programs.
- Prepare weekly and monthly reports.
- Track customer shipments and payments.
- Forecast revenue and analyze profit margins.
- Maintaining customer records.
- Answering client questions about credit terms, products, prices, and availability.

QUALIFICATIONS:

- College graduate in either Business Administration, Financial Management, Accountancy, Computer Science, or IT Engineering.
- Excellent communication skills.
- Excellent analytical skills with an attention to detail.
- Proficiency in Microsoft Word, PowerPoint, and Excel.
- Experience and knowledge in the following fields is preferred:
 - Client machine specifications and configuration
 - Systems networking
 - Server infrastructure