

## **GFW SHUTTLE SERVICES**

### **Job Description**

Title                    Account Executive  
Department(s)   Sales  
Reports to            Vice President Client Services

### **Job Summary**

Account executive seeks and follows leads to acquire new business. They seek out purchasing decision makers and develop working relationships with them. They design and deliver presentations highlighting the services of our company. They will negotiate contract terms with clients and maintains contact with existing clients to obtain additional business.

### **Summary of essential job functions**

1. Maintain knowledge of GFW Shuttle Services advertising, promo codes, websites and services
2. Respond to vendor, client, and employee questions/concerns in an efficient and effective manner
3. Conduct customer sales presentations to increase business for local operation
4. Utilize Salesforce.com to initiate and track all client contact to increase business
5. Serve as primary contact for assigned client inquiries

### **Abilities required**

To be successful as a business account executive, a candidate must:

- Possess exceptional communication skills, both orally and in writing
- Possess superior interpersonal skills and be able to create a rapport with people of all demographics
- Be polished while maintaining a professional demeanor
- Be confident, ambitious and self-motivated
- Thrive when working independently
- Be a keen listener and able to pick up clues that will help close sales
- Must be able to communicate by telephone and in person in clear fluent English in a courteous, friendly, and professional manner with clients, guests, co-workers and other persons
- Excellent communication skills (oral, written, presentation and listening)

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information**

GFW Shuttle Services will provide:

Company email address

Access to CRM - salesforce.com

Promotional Items

HR use only	
Job code	AE
Generic title	Account Executive
Pay grade	CM
Management? (Yes/No)	No
E/NE status	Exempt
Last revised	12/19/10