

## **Account Executive—Document Output**

### **Job Location**

All Locations

### **Essential Duties and Responsibilities (Other duties may be assigned)**

- Achieve established goals through the identification, qualification and closure of sales opportunities within a designated territory.
- Update and maintain customer information in a computerized database.
- With continuous training and support from manufacturer's representatives, develop complete knowledge of the systems and equipment you sell, as well as the ability to demonstrate that equipment with confidence.
- Create sales activity by placing a high volume of phone calls and securing appointments with decision makers.
- Maintain open communication with sales manager and other staff.
- Work independently or with other specialists of SymQuest Group to determine our clients' business goals and objectives and provide cost-effective document output solutions.

### **Requirements**

- Strong desire to be successful
- Ability to work independently, complete multiple tasks and follow up on leads
- Strong customer relation skills
- Strong technical background; computer literate
- Strong analytical, verbal and written communication skills
- College degree preferred