

## **KPA and HotlinkHR Account Executive Job Description**

**Job Title:** Account Executive

**Reports To:** Director of Sales

### **Job Summary:**

Reporting to the Director of Sales, the Account Executive is a business solutions consultant responsible for sales of KPA and HotlinkHR services within an assigned sales territory. Duties include territory management, prospecting and follow-up on leads in an effort to establish client relationships in order to meet monthly sales quotas. The Account Executive is expected to deliver and apply the KPA Value Proposition to various client needs as means to achieving to required quantity of sales deals. This position will be based in Denver, CO, with a territory assignment TBD.

### **Essential Functions:**

The essential functions include, but are not limited to:

- Develop, present and utilize an innovative territory sales plan for the assigned territory. Coordinate and work with internal partners in an effort to uncover opportunities that will meet the operational and purchasing needs of each client.
- Conducts prospecting activities to build a sales funnel/pipeline that consistently produces results to meet assigned sales quotas.
- Maintains all account, contact, opportunity, and activity records in Salesforce.com on a daily basis.
- Determine, prepare and present the appropriate KPA/HotlinkHR Value Proposition to each client and contact, reviewing how KPA/HotlinkHR can add value and help with each client's EH&S and/or HR needs.
- Coordinate and lead activities and communication between each client and KPA/HotlinkHR personnel to achieve appropriate business solutions responsive to customer needs.
- Adheres to all Company policies and sales processes.
- Performs other duties, and fulfills other responsibilities, as assigned.

### **Business Relationships:**

- Reports to the Director of Sales.
- Works cross-functionally with Operations and Marketing teams on a regular basis.
- Maintains relationships with other Account Executives and other KPA personnel.

### **Job Qualifications:**

- Bachelor's degree or equivalent.
- Successful sales experience in a high-volume, low dollar value, services selling environment.
- Successful sales experience selling a software product or service preferably to the automotive or transportation industry.
- Communication skills: Effective verbal and written communication skills. Able to consistently up-sell. Understands and uses basic selling techniques: open, probe, presentation, and overcoming objections.
- Strong leadership, negotiation and problem-solving skills.
- Strong computer skills, including familiarity with word processing, spreadsheets, and CRM systems.
- Planning skills: strong time and account management skills. Must be able to organize activities and clients based on current size, general potential and ROI.
- Understands buying decisions, buying processes and cash flow dynamics of small to medium accounts. Must be able to weigh opportunities and future growth potential of the respective accounts.
- Personal attributes must include assertiveness, high energy level, and resiliency. Ability to consistently "close" a sale.