

# POSITION DESCRIPTION



**Erb's**  
TECHNOLOGY SOLUTIONS

**CONNECTING PEOPLE WITH TECHNOLOGY**



**Position Title:** Account Executive

**Department:** Sales

**Reports to:** Vice President Sales

**Summary:** As Account Executive for Erb's you will get the opportunity to work in the cutting-edge technology industry. You will work closely with our customer database and Vendor partners to maintain relationships and favorable contacts with current accounts in addition to properly identifying and qualifying new business opportunities utilizing a Solution Selling approach. The Account Exec acts as the project manager preparing formal proposals, coordinating closure techniques and providing accurate sales forecasts in a timely and consistent manner. This individual also plays an integral role in the complex decision making processes of a sale which makes it vital for this individual to maintain a strong and current knowledge in the e-commerce arena as well leading-edge technology initiatives. You will also coordinate with and work directly with marketing and additional employees on a need-to basis.

**Education:** Minimum of a two year degree required. Four year Bachelor's Degree or equivalent experience preferred.

**Related Experience:** 2 years sales or sales support required in the office automation field, 4 years preferred.

**To be successful as an account executive, a candidate must possess the following:**

- Exceptional communication skills both orally and written
- Superior interpersonal skills
- Highly driven & ambitious
- Ability to create rapport with people of all demographics
- A PC user
- Extensive problem solving skills requiring originality and independent thinking
- A polished and professional demeanor in and around the office
- An ability to time manage and execute

**A successful Account Executive demonstrates proficiency in completing the following activities:**

- Appropriate training sessions periodically to stay current on new products, advancements and Vendors in addition to any networking opportunities as deemed fit.
- Displaying quota performance in regards to a variety of products and programs.
- Resolving customer issues.
- Assisting in the design and development of project implementation.
- Documenting activities including new contacts in ECRM software and keeping these current and to-date.
- Coordinating customer seminars and trade show participation as you see fit.
- Researching and building appropriate solutions based on customer requirements (i.e. quotes, proposals, RFP responses, etc.)
- Processing appropriate paperwork with purchasing and be able to track customer order, shipping, delivery.

**Other:** Some travel will be involved. A valid driver's license, current insurance and reliable transportation are a must.

**ABOUT** Erb's Technology Solutions, is the preferred Information Technology provider in the Cedar Rapids community and surrounding areas and has been since 1961. Originally owned and operated in downtown Cedar Rapids, Erb's has expanded its product breadth from calculators and typewriters to an extensive line of technology solutions and partners. We work with businesses and organizations small and large across the state of Iowa to provide technology solution sets designed to assist and streamline day-to-day operations.