

BMS Direct – Job Description

Job Title: Account Executive

Department: Sales

Reports To: V.P. Sales and Marketing

Status: Exempt

Purpose of Job: Responsible for expanding our presence within existing Accounts while growing Account base in assigned territory for company. Provide administrative support to the BMS Team and other departments as needed. Present a professional demeanor that reflects the company's commitment to quality, high ethical standards and customer satisfaction.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Prepare estimates and requests for information in a timely manner for Accounts and prospective clients.
- Review and approve job jackets for billing in an accurate and timely manner for assigned Accounts.
- Maintain and build new relationships in established Accounts as assigned.
- Perform client visits for Accounts as needed.
- Maintain and update CRM system with all daily activity, to include contact information, contact role, following BMS Sales Process
- Prepare accurate and complete work order instructions on new jobs or projects to ensure clear communication for processing.
- Communicate schedule demands and changes for all client projects as needed.
- Represent the company in a courteous and cooperative manner.
- Get customer approval on all changes or deviations from the original work order as quickly as possible to ensure continued production without jeopardizing the order.
- Maintain current knowledge of USPS regulations and policies.
- Maintain good relations with postal employees.
- Assist Project Manager Team as needed to maintain level of service required by company.
- Help your team maintain a neat and orderly filing system and paper trail system with regards to open jobs and jobs in progress.
- Performs miscellaneous job-related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor Degree or equivalent Industry experience.

Language/Listening Skills:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.
- Ability to practice strong active listening skills.
- Ability to offer solutions based on the client's needs, gathered during the discovery phase of selling.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.

Reasoning Ability:

Possess the ability to solve practical problems by dealing with a variety of concrete variables; in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Proficiency in Microsoft Word, Excel, Outlook and Keyboarding

Working conditions:

- Typical workday: 8:00 – 5:00.
- Noise: moderate.
- Environment: good.
- Must occasionally lift and/or move 10 pounds or more.

*****This will ideally be a remote sales person located in the Richmond to Virginia Beach Corridor**

Last Updated: April 1, 2021