

Position: Account Executive

Responsibilities:

- Qualifying and nurturing inbound leads.
- Researching potential targets and identifying key contacts within targeted accounts.
- Introduce company's products and services to lead customers via call and direct email.
- Document all calls and conversation to established guidelines.
- Schedule appointment with customers in order to present company's products and services.
- Prepare slide presentation to match with the client's interest and needs.
- Follow up customers and close sale.
- Issue quotation, coordinate with account team to issue invoice and support to follow up the payment.
- Achieve monthly and annually sales target
- Attend networking events to look for new target customers.
- Prepare daily, weekly and monthly sale reports to management team.
- Report directly to Sales and Marketing Manager.

Benefits:

- Base salary, telephone cost and commission will be provided after probation.

Qualifications

- Bachelor's degree in Business administration, or related field.
- At least 2 years of working experiences.
- Previous tele prospecting experience in the B2B will be advantaged.
- Experiences in selling training courses will be advantaged.
- Good command in written and spoken English.
- Able to work under pressure to achieve sales target.
- Can-do attitude is a must.