



Job Title: Account Executive / Sales Representative

Department: Education Center Sales

Reporting To: Director of Education

Account Executive position requires the selling of AlphaTec technical training courses to NEW accounts in Government, Education, Medical, & Commercial sectors. The Account Executive will be responsible for achieving personal revenue targets and the acquiring, managing and developing of NEW accounts.

Candidate must be a self-starter and strong closer, with multi-tasking ability. Experience selling technical training courses and knowledge of vendor training certification tracks in Microsoft, Novell / Suse Linux is preferred.

Key Responsibilities:

- Implement the sales strategy to ensure that sales targets are met or exceeded.
- Develop and maintain relationships with new clients to expand sales.
- Identify new accounts to sell products and services.
- Develop and deliver accurate sales forecasts.

Qualifications:

- Associates degree or equivalent.
- Formal training in sales techniques.

Required Skills:

- 3-5 years demonstrated track record of success in sales.
- Demonstrated experience selling to management or executive level positions.
- Ability to network within a customer organization to identify all key influencers and decision makers.
- Excellent negotiation and conflict resolution skills.

Competencies:

- Excellent communication skills, able to build rapport and communicate effectively at all levels, and across disciplines using different communication techniques.
- Team worker, works effectively within the team delivering own targets and supporting others.
- Achiever who sets high personal standards and is goal oriented.
- Customer Focus, ensures that is aware of customer needs and expectations, constantly striving to deliver same.