

Capital Office Systems Job Posting

Posting Date: March 15, 2010
Position Title: Account Executive
Job Status: Regular, Full-Time, Exempt

Closing Date: Open Until Filled
Dept: Sales
Reports To: Sales Manager

Position Summary:

Generate revenue by creating and building relationships with new and existing customers as required to affect the sale of products and services.

Position Responsibilities:

- Guarantees the successful execution of contractual requirements according to quality and cost requirements and based on customer expectations
- Works with customer to determine delivery schedule, credit terms, and other contractual requirements.
- Prepares and writes proposals or quotes to compute the costs of design, equipment, installation and delivery based on customer needs.
- Reviews existing system layout and recommends proposed system to effect more efficient space utilization as needed.
- Researches and keeps abreast of current technologies, products and features.
- Contributes to a team effort by accomplishing results as required.
- Works on projects as needed
- Follows company protocol and Order Fulfillment Process procedures in generating or processing sales or other paperwork
- May be required to work occasional nights and/or weekends and must regularly interact with co-workers and the public. Travel is required.

Minimum Qualifications:

This position requires a High School Diploma or GED and five years related sales and customer service. Must possess strong oral and written communication skills. Ability to calculate figures such as discounts, interest, etc. Professional appearance and demeanor a must. Ability to manage schedules, meet deadlines and work independently. Must have reliable personal transportation and a valid Alaska driver's license. Knowledge of local market desirable.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand, walk, sit, climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

To Apply:

If you are interested in applying for this position, please visit our website at www.capital-office.com to download an application. Applications can be faxed to 907-777-1515, mailed to 1120 E. 35th Avenue, Anchorage, AK 99508 or e-mailed to hr@capital-office.com.

This job posting illustrates the essential duties of this position. It does not prescribe or restrict the tasks/responsibilities that may be assigned.

Capital Office Systems is an Equal Opportunity Employer