



## Role Description

<b>Job Title:</b> Account Executive	<b>Department:</b> Direct Sales
<b>Reports to:</b> Sales Manager	<b>Date:</b> September 2011

**LOCATION:** 5 positions available!

- Toronto East
- Toronto West
- South Western Ontario

### **ROLE DEFINITION**

Primary responsibility is the selling of Bell Mobility into medium size businesses.

### **KEY RESPONSIBILITIES**

- Acquire new customers
- Weekly appointments with potential clients
- Cold Calling every day
- Oversee the sales process from beginning to end: evaluate clients' needs, schedule sales presentations (creating a PowerPoint presentation), collect the necessary information to open new client accounts
- Understand promotions, remain informed on price changes, promotions and products
- Properly demonstrate all features and benefits that are specific to each individual customer
- Follow through with all promises made with all customers
- Weekly reports and meeting
- Develop and maintain a loyal customer base through high quality service
- Keep clients informed of upcoming products, service and/or discounts
- Perform follow-ups with clients to ensure they are completely satisfied
- Provide effective after-sale service: advise clients on types of equipment and/or accessories that would best suit their needs
- Train customers on the proper use of their equipment
- Address customer complaints and propose sound solutions

**QUALIFICATIONS & EXPERIENCE**

- Post secondary education in Sales and/or Marketing is required
- Three (3) years experience as a Sales Representative in the Telecommunications industry
- Significant knowledge of cellular technologies
- Knowledge of Excel, Word and PowerPoint
- Strong customer service orientation
- Intermediate computer skills
- Strong communication (oral and written)
- Strong presentation skills
- Bilingual (French and English) is an asset

**TRAVEL REQUIRED** : 75% - 90%