**Furniture Marketing Group**

**Account Executive**

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Furniture Marketing Group is looking for a driven and energetic Account Executive to expand our clientele. The Account Executive is the first contact for our prospective clients and will need to have strong relationship skills. The goal of this position is to drive new business while also nurturing existing relationships by selling the company’s product lines and services.

**Duties Include:**

* Compile and maintain list of prospective customers for use as sales leads based on information provided from Leadership, lead groups, cold calling, business directories, referrals, networking, and any other sources available.
* Prospect potential customers to arrange business meetings to discuss potential opportunities.
* Build long-term relationships with new/existing customers
* Develop a growth strategy focused both on financial gain and customer satisfaction
* Leads support staff including Designers, Project Coordinators, Project Managers and (potentially) Account Directors/Corporate Accounts to ensure FMG meets/exceeds client expectations
* Coordinates and oversees activities of client projects in progress. Acts as primary contact for client and project manager interface.
* Ensures the satisfactory execution of product delivery and installation.
* Works with Leadership to attain certain financial goals.
* Attends all sales/staff meetings, company meetings and training seminars as may be required.
* Demonstrates an attitude and appearance that represent the highest personal, moral, and business standards in the marketplace and to our clients.
* Prepares business transaction reports and keeps expense accounts.

 Other duties as may be assigned at management’s discretion.

**Requirements:**

* Bachelor of Arts degree from an accredited college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and circumference. Ability to apply concepts of basic algebra and geometry.
* Ability to solve practical problems and deal 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.
* Experience working with minority and advocacy organizations a plus.
* Requires a personal vehicle for transportation to client and potential client sites. Must maintain current driver’s license and vehicle insurance.
* Competitive Benefits/Salary
* Incredible Working Showroom