Title | Account Executive, Professional Development
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Department | Education & Industry Training, Certifications & Standards
Reports to | Director of Education, Certifications & Standards
Location | Albany, NY or Northbrook, IL
Hours | 8:00 am – 4:00 pm

**Job purpose**
The primary objective of this position is to increase revenue through a direct relationship with prospects, current customers, and members. A qualified candidate will successfully drive new business by qualifying each lead and providing solutions. The Account Executive must be organized and be able to utilize the Sales Force platform to track the entire sales process for the customer journey. Often, you will be required to cold call and network with current customers to find new opportunities.

**Duties and Responsibilities**
- Selling educational and certification programs via consultative sales approach
- Prospecting/Hunting/Nurturing/Closing Leads
- Manage data input within Sales Force
- Identify new business opportunities
- Discover and recommend new product ideas for customers' needs
- Achieve and exceed sales performance goals
- Maintaining business relationships with customers.
- Some focus on customer retention and certification renewals
- Other tasks and additional duties as requested

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and are a reasonable representation of its activities.

**Qualifications**
- Experience in sales and customer service within the Jan/San Industry
- Strong verbal and written communication skills
- Excellent, articulate, personable and diplomatic customer service skills
- Ability to multitask, work independently and work efficiently under deadline
- Possess a positive team-player attitude
- Proficient in MS Office (Word, Excel, PowerPoint). Knowledge of membership database programs a plus
- Proven project coordination skills
- Possible travel

**Working conditions**
This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position may be required to attend annual trade show for a week which will consist of travel and overnight stay.

**Direct reports**
No direct reports.

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