



Account Executive

Office Environment Company (OEC) is Idaho's leading contract furniture and architectural building supply company. OEC is based in Boise, ID and has been a market leader for the past 30 years. We are excited to offer this position to you and know you will be a great fit for our organization as we continue to grow. You will be the day-to-day point of contact for your clients, utilizing our internal team as resources to help you grow your book of business. Below are the responsibilities of an Account Executive at OEC.

1. Prospecting

- a. Constantly strive to break into large, competitively-held accounts
- b. Actively solicit new business and develop additional business with current clients
- c. Network in the local community and actively become involved in organizations
- d. Goal is to setup first time appointments AND get showroom tours with decision makers to introduce OEC capabilities and share our value-added resources
- e. Utilize CRM on a daily basis to add and track sales activities

2. Build relationships of trust with current and prospective customers

- a. Develop and maintain relationships with current clients. Look to increase the amount of business we do with major clients
- b. Provide proactive value-add client interactions
- c. Develop an annual strategy for each large account with the VP of Sales. Execute upon the strategy and record process in CRM accordingly

3. Provide solutions to current and potential customers

- a. Meet with customers to determine needs
- b. Provide detailed information to design department if a rendering is needed
- c. Provide data to sales support team so a quote can be provided to the client
- d. Ensure all details necessary for a successful installation are handed off to project manager
- e. Prepare quotes accompanied by drawings and present solutions to clients
- f. Cross sell architectural building solutions, moving, audio visual integration technology and other services

4. Customer Service

- a. Follow up with clients upon job completion and solve problems
- b. Timely respond to phone calls and emails from clients and colleagues
- c. Proactively use CRM to improve communication and productivity

5. Product knowledge

- a. Regularly complete continuing education in sales, product knowledge and business development