

Account Executive Job Description

About Circle

Our mission is to convert all conventional business communications equipment and services to the latest cloud technology, always guaranteeing a reliable, easy to use and setup, feature rich solution.

Responsibility

Contact and qualify prospective clients, arranging suitable appointments for the business development managers.

Data is provided by our in house customer relationship management system, though it will be valued if you can also research your own prospective clients. All tools to help you succeed are provided.

Key tasks

- Contact and book qualified leads in line with Circle's set criteria
- Book an average of 2 appointments per day
- Collate new information from leads on customer relationship management system

Requirements

- Self-motivation: Ability to work independently with little oversight
- Confidence: Happy go lucky type of individual that knows their ability to deliver results
- Excellent communication skills: Comfortable talking and building relationships with top level executives
- Love for technology and innovation: A natural affinity for the latest technology and being part of the startup culture

Benefits

- £12k to 24k per annum DOE & (£40k OTE)
- Uncapped earnings
- Full training provided
- Upbeat, motivating office environment with a strong team working ethos