



Direct Account Executive

Locations:

- Billings
- Bozeman
- Butte
- Great Falls
- Helena
- Kalispell
- Missoula

Job Summary: This position is responsible for business sales. Responsible for providing all necessary work to ensure the customer received the services and/or information requested in a timely fashion. This position will perform many, but not necessarily all, of the essential job duties and responsibilities outlined below.

Essential Job Duties and Responsibilities:

- Upon completion of sale, conduct all required processes and procedures to implement new service.
- Develop and deliver sales presentations in a professional and effective manner.
- Promotes GSM equipment and service sales.
- Attainment of sales goals set forth by Director of Sales.
 - Each Account Executive will be accountable for the minimum monthly quota of 50 activations per month.
 - Required daily activity of 20 new cold calls each business day. This activity is in addition to any appointments and current customer contacts.
 - Visit 5 existing Cellular One customers for add-ons and relationship building.
 - 10% weighted value in data revenue
- Handle handset warranty repair issues as required.
- Implement policy, marketing programs and all requests from corporate office and Sales Supervisor.
- Visits all areas of responsibility with in assigned territory preferably on a weekly basis.
- Responsible for contract renewals, feature sales and accessory sales on existing business accounts to meet or exceed monthly quota set by the Management team.
- Responsible for outbound calls, letters and follow-up regarding customer outreach functions.
- Responsible for crisis management such as monitoring/resolving any major or minor crisis that may arise with regard to a customer or management.
- Responsible for requesting cellular equipment from inventory coordinator and processing purchasing orders.
- Responsible for tracking cellular equipment to the end user to prevent inventory shrinkage, loss, etc. and reporting results to inventory coordinator.
- Provide telemarketing support for increased feature revenues.
- Meets and exceeds team member expectations by providing service and department teamwork;

- Provides value added service to customers by doing whatever reasonable and possible to meet or exceed customer expectations;
- Demonstrates teamwork by cooperating and assisting co-workers as needed;
- Communicates effectively with customers, co-workers and management;
- Performs other duties as required to provide excellent service and teamwork
- Adheres to policies and procedures;
 - Attends work on time as scheduled;
 - Minimizes safety hazards by following all safety rules and procedures.
- Performs other duties clerical, proofreading, special Business projects from time to time as requested by the management or as business needs dictates.
- Maintain confidentiality of all customer and company information

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - Company policies, procedures, products and services.
 - Basics of wireless technology.
 - General office practices and procedures.
 - Computer based programs (Excel, Microsoft office products).
 - Effective time and territory management practices.
- Skill to:
 - Provide excellent oral and written communications.
 - Present well developed presentations.
 - Provide excellent customer relations.
 - Operate various office equipment such as; computer, 10-key machine, copy machine, fax machine and multi-line telephone.

General Company Requirements:

- Work independently and be a team player within the department and the organization.
- Exhibits exceptional organizational skills and be a problem solver.
- Communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.
- Work completely and accurately under time constraints and deadlines.
- Work in a fast pace environment and prioritize multiple work assignments.
- Provide excellent customer service.
- Occasional travel may be required.
- Ability to present information in one-on-one and small group situations to clients and other employees in the Company.
- Capacity to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must be a self-starter, enthusiastic and outgoing personality.
- Troubleshooting abilities.

- Experience in Sales.
- Must have a clean driving record.

Education and Experience:

1. High School education or GED is required
2. Commission or outside sales experience is required.

E-mail your resume to hr@cellonenation.com

**Or mail to
P.O.Box 3387
Great Falls, MT 59703**

Or fax to 406-216-3047