



Job Description – Junior Federal Account Executive

Department: Sales

Reports to: Director of Sales

Compensation Structure: Base Salary + Performance Bonus

Summary Description

Our target market is the largest customer in the world, the U.S. Federal Government. Our focus is on providing IT products & services that address needs and solve problems within the “desktop / office environment” (primarily secure IT hardware and managed print services). The “Federal IT” encompasses all civilian agencies, departments and military branches, and ABM Federal has the right tools (solid reputation & performance record, key contract vehicles, strong supplier / business partner relationships, and small-business status) to position an experienced and driven sales professional for great success.

The Federal Account Executive is expected to be a hunter searching for new opportunities. They are responsible for establishing new relationships, and then managing and expanding those relationships. The focus will be around technical IT devices, services and solutions, primarily targeting the Federal Government vertical. (potentially across both Defense and Civilian Agencies).

Primary Duties /Responsibilities

1. Research and prospect new business opportunities.

- Motivated to hit the phones, schedule in-person meetings, leverage social networks, email, research tools and any other method to drum up new business. Always looking for the next opportunity no matter where you are.
- Qualify prospects against company criteria for ideal customers (using our “smart targets” approach).
- Develop and maintain territory plans which outline how sales targets will be met on an ongoing basis.
- Develop and maintain key account plans that identify opportunities for company to deliver value, strategic motivators, main stakeholders, buying processes and forecasted sales.
- Identify sales support requirements and work with marketing to develop improve sales tools.

2. Pursue and close targeted accounts.

- Establish relationships with new customers and secure contracts with new customers that achieve assigned sales quotas and targets. Note: The company’s goal is to increase contractual (annuity-based) business as a percent of our overall business. This business is more stable and predictable over time.
- Ensure the successful achievement of the company’s sales goals across all its areas as it pertains to the individual.

- Prospect for potential customers using various direct methods such as phone work and face to face meetings, and indirect methods such as networking.
- Consult with prospect about business challenges and requirements, as well as the range of options and cost benefits of each.
- Make presentations to senior managers and decision makers.
- Establish, draft and deliver proposals (with significant support and assistance from the company's "Capture" Team).
- Report on sales activity. Update Opportunity funnel tools and CRM notes on prospect and customer interactions.
- Provide feedback to company management on market trends, competitive threats, unmet needs, and opportunities to deliver greater value to customers by extending company offerings.

3. Develop and increase industry knowledge

- Participate in professional memberships, associations, publications, and trade shows.
- Maintain a high level of relevant domain knowledge to have meaningful conversations with prospects.
- Keep current with demand and supply of company's products/services, economic indicators, changing trends and its competitors.

Requirements – Skills, Knowledge, and Abilities

- Self-Starter/Self-driven
- Knowledge of Sales Process
- IT or technical understanding and knowledge base
- Exceptional negotiation skills
- Ability to build effective relationships, whether internally or externally
- Possess effective presentation skills
- Demonstrated effective oral and written communication skills
- Strong computer/software skills; ability to use the computer and business-related applications
- Ability to work under pressure and still produce result
- Ability to be flexible
- Demonstrated business acumen
- Visionary individual
- Experience in similar position or organization
- Ability to meet sales targets
- Ability to be proactive and plan effectively
- Enthusiastic and passionate of the work
- Must possess time management skills, with the ability to make timely decisions
- Possess good organizational skills
- Possess leadership skills and the ability to work with a team
- Ability to think strategically
- Possess people skills and the ability to solve problems
- Ability to build and maintain effective networks
- Strategy development and project management skills

Physical Requirements:

- Must be able to remain stationary 80% of the time.

- Must be able to move inside the office to access printers, file cabinets, etc.
- Must be able to see close range.

Education/Experience:

- Preferred Experience in Government vertical sales
- IT/Technical solution background
- Minimum 3 years sales experience
- Desired 4-year College Degree or equal sales management experience

Hours/Telecommuting:

- Hours are 8:00 am – 5:00 pm, with 1 hour for lunch.
- Hybrid of working Remote and In-Office

Special Requirements:

- Minimal travel, Continental United States

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.