



Account Executive Job Description

Job Title: Account Executive

Department: Sales

FLSA: Exempt in states that allow Highly Compensated Employees (HCE), Non-Exempt in states that do not.

Reports To: Chief Revenue Officer

Supervisory Responsibility: No

Employment Status: At-Will

The Role

As an Account Executive you will be conducting prescheduled calls where you will educate prospective Property Manager from a wide variety of backgrounds and experiences to provide them the benefit of rent reporting and other CredHub products. Your advanced knowledge of CredHub's products and services gives prospects confidence as you successfully craft a the right product offering, being aware of industry practices best practices, customers needs, etc. Internally and externally, you are looked at as the subject matter expert on all matters related to rental credit reporting.

Essential Functions

- Manage a pipeline and achieve company sales targets and goals
- Conduct pre-scheduled conference calls using a consultative and educational sales approach
- Conduct consistent outbound call volume to qualify and close prospective clients.
- Actively listen to determine business needs of each prospect and provide customized solutions.
- Accurately convey our services in a manner that demonstrates business expertise delivered in understandable language.
- Brainstorming with the team. Complex questions and situations come up regularly and we don't do-it alone.
- Keep team members and supervisor well informed of client concerns, competitors/ competitive selling points, sales best practices, etc.
- Actively share your knowledge with other team members both individually and in trainings.
- Document all activity in real-time in Salesforce and Outreach and any additional systems CredHub offers.

Additional Functions

- Participate in ongoing training and education, provided by CredHub, to improve sales skills.
- Travel to events to represent CredHub as needed.
- Perform other duties as required

Job Specifications

- Must be 18 years of age
- Have 7-10 years of successful inside sales experience
- Bachelor's Degree in Business, finance, or related major preferred or equivalent experience in field
- Goal driven and results oriented
- Proven track record of driving revenue as a top producer in a competitive environment
- Motivated by competition, recognition and increasing earnings potential
- Ability to work in both team and individual environments



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- Excellent organization and communication skills
- Superior listening skills and problem-solving skills
- Advanced understanding of core business concepts
- Strong command of Microsoft Office
- Experience with Salesforce
- Better than average writing skills
- Ability to work in an autonomous environment where you can be a self-directed, independent worker
- Ability to create an inclusive workplace where everyone feels a sense of belonging by empowering all our employees to speak up, ask questions, and be seen.

Other Requirements

- Must pass a background check
- Must meet work from home requirements to qualify (reliable internet, quiet space to work in, etc.)
- Complete continuing education based upon current certifications

Work Environment and Physical Demands

- Duties are primarily performed in an office environment and require sufficient personal mobility and physical capability to permit employee to function in this environment
- Requires sitting at a desk for up to 8 hours and ability to lift up to twenty (20) pounds;

The Legal Stuff

CredHub is committed to diversity, equity, and inclusion (DEI). We foster an environment that encourages different perspectives and values each team member's individual experiences. The incumbent will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.

The incumbent must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

I have received a copy of my Job Description and understand what is expected of me.



*Account Executive
Job Description*

Printed Name

Signature

Date