

## **JOB DESCRIPTION**

Full time position: Account Executive

### **Company Information:**

Business Communication Management  
228 E. 45<sup>th</sup> Street  
New York, NY 10017

Business Communications Management (BCM) is a New York City based company that provides voice & data services to small & medium based companies. BCM provides customized solutions by providing the best available voice & data choices and selecting the best products & services from multiple carriers to meet your business needs.

<http://www.bcm-tel.com/>

### **Responsibilities include:**

Focusing on new client acquisition (hunting) and account management of client base by:

- Selling new business of \$4,500.00 to 6,500.00 per month and maintaining those clients for the length of the contract.
- Delivering first invoice to client for review.
- Reporting weekly and monthly sales projections.
- Providing weekly updates to customer information in internal corporate database.
- Submitting accurate service orders to provisioning team.
- Maintaining a client retention rate of 80% after contract expiration.

### **Required Skills**

- Must have a college degree
- Must have excellent selling skills
- Must be a self-starter
- Must be able to work in fast-paced, deadline oriented environment
- Must have a dynamic personality and excellent presentation skills
- Must be career driven and self-motivated

### **Recommended Skills**

- Networking ability and sales experience a plus.

*Email resumes to [smendez@bcm-tel.com](mailto:smendez@bcm-tel.com) or fax to 646-619-4734*