

## **Jr. Account Executive**

The Jr. Account Executive plays a key role within the marketing/sales team and directly contributes to company growth. The position is responsible for handling inbound inquiries and successfully converting leads each month.

### ***Responsibilities:***

- Achieving assigned sales targets
- Prospecting and developing new client relationships within a defined market
- Building sales pipeline with qualified opportunities through the timely follow up on website inquiries, information requests, emails, and phone inquiries
- Calling prospects to identify appropriate contacts, qualify and drive leads through the sales pipeline
- Developing innovative Request for Proposals (RFP) responses and delivering strategic sales presentations
- Writing Service Agreements and Contracts: establishing services, pricing and logistics for client sites
- Making actionable and insightful recommendations for new products, extensions, or enhancements
- Keeping the information in the Customer Relationship Management system (Salesforce) accurate, complete and up to date
- Creating a smooth hand-off to the Account Manger for program implementation
- Keeping up-to-date on changes and developments in the wellness industry

### ***Qualifications:***

- At least 2 years in similar sales role
- Superior business and negotiation skills
- Must have a 2 year college degree, 4 year degree preferred
- Have a passion for sales and a desire to build relationships
- Be very detail-oriented
- Knowledge of wellness industry preferred
- Excellent presentation, interpersonal, and written communication skills
- Working knowledge of Excel, Word, PowerPoint, CRM database

Please send resume and cover letter to Lisa Stovall at [lstovall@totalwellnesshealth.com](mailto:lstovall@totalwellnesshealth.com)