



**Job Description Title:** Sales Account Executive

**Division/Department:** Sales

**Location:** Miami

**Reports to:** Manager, Sales & Marketing

**Work Schedule:** Monday through Friday  
Must be able to be flexible and work any time on an as needed basis.

**Exemption Status:** Exempt

**Summary of duties and responsibilities:** Sales Account Executives are responsible for developing relationships with customers and growing commercial and individual accounts through the promotion and selling of the Pan Am International Flight Academy's aviation and airline training products. Sales Account Executives are fundamental to the success of the Academy and must possess an attitude of self-motivation, teamwork, integrity, accountability and enthusiasm.

**Primary duties and responsibilities:**

- Identify and properly qualify new business opportunities using available resources
- Provide customer support by responding to customer inquiries and requests
- Partner with current customers to ascertain current needs and generate additional sales
- Work closely with the General Manager of Sales and Marketing to recognize & promote sales opportunities
- Ensure that Salesforce database is current and updated with accurate customer information
- Routinely pull and reference system reports for additional sales opportunities
- Execute timely preparation of all commission reports, forecast reports, cold call reports and expense reports.
- Occasional sales travel to visit new and existing customers and attend relevant trade shows
- Keep management and sales team members informed of all relevant sales activity

**Education, prior work experience, and specialized skill and knowledge:**

- Bachelor's degree, preferable
- Self-starter; motivated, team focused, and results driven
- Strong presentation, organizational, and time management skills
- Demonstrated track record of consistently exceeding sales goals as well as strong negotiation and closing techniques
- Outstanding verbal and written communication skills
- Proficient in the use of MS Office
- Exceptional interpersonal skills
- Strong aviation knowledge and technical skills:
- Ability to travel

**Physical environment/working conditions:**

- Office areas: May be require to sit and/or stand for long periods of time

**Equipment/machinery used:**

- General office equipment, such as: facsimile, copier, office computer, etc.

I have read and understand the duties outlined in this job description.

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Employee Signature

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Supervisor Signature(s)

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Employee Printed Name

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Supervisor(s) Printed Name(s)

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Date Signed

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Date Signed

