

Specialty Resources Inc.

<https://specialtyresources.com/job/account-executive/>

Account Executive

Description

The Account Executive is responsible for building and maintaining client relationships, often managing both new and existing business to drive revenue.

Responsibilities

- Generate new business/sales leads through prospecting
- Establish and maintain relationships with new leads as well as existing assigned SRI accounts
- Contact prospects/customers on a regular basis, identifying potential product needs that align with SRI offerings
- Maintain and expand customer base by building and maintaining customer volume
- Document activity, customer conditions, new product initiatives and other essential information for customer relationship management
- Completely and accurately obtain new product quote information from customers
- Ensure appropriate expectations are established with the customer and SRI personnel
- Maintain call reporting and personal sales activity documentation
- Remain the primary go-to person for customer contact for all assigned accounts
- Ensure up to date understanding of customers' current situation and any outstanding issues
- Develop a complete understanding of any issues re: quality, delivery, stock status

Qualifications

- Minimum 2 years' prior experience in a manufacturing/distribution sales role
- Advanced proficiency with Excel and Power Point
- Experience developing/giving presentations
- Maintenance of a valid automobile driver's license and ability to visit customer sites
- Detail-oriented aptitude with a high degree of accuracy required
- Excellent verbal and written communication skills

Hiring organization

Specialty Resources Inc.

Employment Type

Full-time (8 hour shift / Monday to Friday)

Date posted

October 1, 2025