

## Account Executive

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Company: Virtual Professional

Location: Bogotá

Category: other-general

### Job Description

#### THIS IS A REMOTE JOB!

As an Account Executive, you will play a pivotal role in building and maintaining strong client relationships. Your primary focus will be on understanding client needs, ensuring the successful delivery of products or services, and contributing to the company's growth.

You will need to work directly with clients to learn their goals and establish how the company can meet them. Their duties include regularly meeting quotas, goals and other forms of client expectations

### Requirements

**Client Communication:** Engage with clients to gather project information, including scope, budgets, and timelines. Regularly meet with clients to ensure excellent customer service.

**Project Management**Oversee project teams to ensure timely and budget-compliant

delivery of products or services. Coordinate teams to achieve project milestones.

**Sales Activities:** Qualify inbound leads and prospects via phone and email.

Conduct virtual demonstrations to win prospects' business. Prepare and present proposals and bids.

**Budgeting and Timelines:** Develop budgets and timelines for clients and the company. Ensure adherence to project deadlines set by clients.

## Benefits

Work At Home. The company will provide with full equipment!

## Requirements

1. An Accounts Receivable Specialist, also known as an Accounts Receivable Clerk, plays a crucial role in maintaining a company's financial accounts related to incoming transactions. This position requires a combination of project management, organizational skills, and effective communication.

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