



## Inside Sales Account Executive

**Job Title:** Account Executive

**Job Location:** Poplar Bluff, MO

**Report to:** Circle Fiber GM Poplar Bluff Region

**Status:** Full-Time

**Overview for the Position:** Are you a go-getter, an expert problem solver, who can work independently; understand technology and the rapid changes who loves working with customers? Do you want to join a competitive, energetic, fast-paced, sharp group of colleagues who will help you push yourself and your career to the next level? If so, you might be a fit for Circle Fiber's team.

Circle Fiber offers a competitive salary, uncapped commissions, health care, vacation days, sick and personal days, paid Holidays, and an entrepreneurial work environment for the right person. The position will be based out of the Poplar Bluff, Missouri.

Candidate must be excited about and adaptable to the rapid pace of changing technologies and understand how to apply technology to help customers enhance their lives.

### **Specific Responsibilities:**

- Prospect residential customers by promoting **Circle Fiber's** internet, and voice services.
- Build a lead pipeline through customer interactions and conduct phone and/or email follow-up.
- Update the Customer Relationship Management with relevant customer information, conversion status, and notes.
- Partner with **Circle Fiber** team members to ensure a seamless customer experience.
- Communicate the **Circle Fiber's** value proposition to customers and display knowledge of **Circle Fiber's** network and technical deployment.
- Represent **Circle Fiber** in the Communities we serve.
- Staff our Retail location located in our **Circle Fiber** service region.
- Cold calling, prospecting, scheduling appointments and developing relationships with prospects/customers.
- Educate and Sell the full suite of product offerings/technology available to customers from **Circle Fiber**.
- Help Organize and Attend community events as a representative of **Circle Fiber**
- Strong Organizational and Time Management skills exercised in a professional manner.
- Continue development of your sales skills and technical knowledge.
- Collect complete and accurate information to allow for the timely processing of customer orders and enter information into Sales Activity System to properly document sales and term agreements along with other important paperwork pertinent to your customer base.
- Ensure 100% customer satisfaction.
- Provide leadership in your work ethic and integrity.

*This is not meant to be an exhaustive list of duties and responsibilities. Positions may require additional tasks, duties, or projects as assigned.*

**Skills and Qualifications:**

- Networking and negotiation skills
- Verbal, written, and interpersonal communication skills
- Ability to learn quickly and apply that knowledge
- Ability to work in a team environment
- High school diploma or equivalent (Bachelor's degree preferred)
- 3+ years of sales experience preferred