



4201 Corporate Drive  
West Des Moines, IA  
50266-5906

Phone - 800.469.4000  
Fax - 515.830.0123

# JOB DESCRIPTION

<b>TITLE:</b> Account Manager	<b>DEPARTMENT:</b> Sales
<b>REPORTS TO:</b> Sales Manager	<b>LOCATION:</b> Corporate Office
<b>STATUS:</b> Exempt	<b>EEO CLASS:</b> Sales

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Achieve defined sales quota for all INS products and services
- Solicit new customers for INS products and services
- Develop and present proposals to potential clients
- Use good presentation skills to articulate benefits of products and services
- Follow-up with new customers to insure they are satisfied with the quality of the service they are receiving from INS and solicit referrals
- Properly complete all paperwork required for implementation of client services
- Work with other staff to ensure customer satisfaction before, during and after implementation of INS products and services

## EDUCATION, TRAINING AND EXPERIENCE:

### Required

- High School diploma or equivalent
- 2 – 5 years business to business Sales Experience

### Preferred

- Fundamental knowledge of the telecommunications industry and terminology
- Undergraduate college degree
- 2 – 5 years carrier, enterprise and data networking sales experience with successful track record

## REQUIRED SKILLS:

- Excellent interpersonal skills to establish and maintain effective relationships with customers, employees, superiors and business contacts in a professional, timely and courteous manner
- Excellent written and oral communication skills
- Ability to perform a variety of tasks, often changing assignments on short notice
- Excellent attention to detail
- Ability to make sound decisions using the information at hand
- Excellent planning and organization skills. Must be able to efficiently utilize all available resources to provide effective solutions and explore all possibilities to facilitate the best decision.
- Ability to perform multiple tasks simultaneously, often changing assignments on short notice
- Strong trouble resolution and problem solving skills
- Must be able to work independently with little or no direct supervision and contribute to a team environment

## TOOLS, EQUIPMENT AND SOFTWARE:

- Must be able to proficiently operate Windows PC with Office and Outlook

## LICENSE

- Must maintain valid driver's license

This Job Description is intended to describe the general nature and level of work being performed by employees. It is not an exhaustive list of responsibilities, duties and skills required of the position. This does not establish a contract for employment and is subject to change at the discretion of the employer.

Revised 1/25/2012



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**Account Manager**  
**Sales Executive**  
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**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Occasional bending, carrying, squatting, twisting and lifting up to 40 pounds independently, required
- Frequent utilization of manual dexterity and visualizing of a computer screen, required
- Occasional overnight and travel by air required
- Frequent travel by vehicle required
- Frequent flexible hours required

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