



Account Executive – Security Division

Position Purpose:

The Account Executive is responsible for meeting and exceeding sales revenue goals, developing and maintaining valued customer relationships, expanding the company's current customer base, and developing and maintaining professional salesmanship skills. Overall, responsible for carrying out all company goals and objectives as it relates to this position. Furthermore, all employees are expected to adhere to the following:

- Adhere to the Vision, Mission, and Values of the company and generally be a good person!
- Perform a quality standard of work, adhering to timelines, with little direct supervision.
- Conduct themselves with professionalism among employees, customers, vendors, and the general public.
- Perform as a team collaborator and contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Perform any other duties as required in furtherance of the company goals.

Essential Job Functions/Responsibilities:

- The Account Executive - Security Division is responsible for selling security solutions to customers and for oversight of the design and installation process.
- Evaluate current regional marketplace and competitors, and develop sales strategies, appropriate margins and overall sales goals.
- Build relationships with customers to capture a full range of security services including card access, wireless access, identification controls, CCTV, as well as repair and inspection of existing systems.
- Maintain relationships with vendors, stay abreast of new products, technical data, and market trends.
- Prepare cost estimates and bid proposals based on evaluation of construction documents such as drawings, specifications and sub-contract agreements.
- Review and develop drawings, specifications, equipment submittals and calculations as needed.
- Read, interpret and apply technical design requirements of security systems and equipment, manufacturer's technical data, building codes, insurer criteria, and other applicable documents.
- Perform preliminary survey of existing buildings to determine costs associated with the installation of security systems.
- Coordinate sales to design and project management turnover.
- Maintain contract documents and ensure change orders are processed in a timely fashion.
- Make routine site visits during the installation phase to evaluate overall project performance and safety.
- Submit the required documentation for project closeout.
- Coordinate with projects managers to monitor the progress of field personnel.
- Perform other related duties as assigned.

Special Requirements:

Technical Systems Group, Inc. conducts business with government entities that require drug testing and a security background check with fingerprints. The person working in this position must pass this form of security clearance to work here.

Employees in this position are required to possess and maintain a valid driver's license.

Technological:

- Proficient with Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Ability to navigate a relational database and utilize the internet is also required.

Knowledge:

- Knowledge of CAD design
- Knowledge of card access, fire alarm and control systems
- Comprehensive understanding of contract document review, including thorough understanding of reading blueprints, analyze building construction documents, and specification review.
- Strong communication and customer service skills
- Time management, organizational and interpersonal skills
- Good mathematical skills with the ability to read, understand and create financial reports.

Education/Work Experience:

- Technical Certification or degree in a related field
- 2-5 years' experience in a complex sales capacity is required.
- Experience in the security or fire control/alarm industry is preferred.

Supervisory Responsibility:

This position has no direct supervisory responsibilities but will provide general direction to necessary personnel.

Work Environment:

This job primarily operates in a professional office environment using standard office equipment such as computers, phones, copiers, and the like. Visits to field and/or construction sites will be required and may necessitate the use of appropriate personal protective equipment.

Physical Demands:

While performing the duties of this job, the employee is:

- Frequently required to sit, stand, walk, or climb stairs.
- Ability to maneuver in restricted, poorly lit spaces on job sites.
- Ability to lift up to 25 pounds at a time.
- Must be able to work under pressure of stressful environments.

Hours of Work:

Standard hours of operation are Monday through Friday, 8:00 a.m. until 5:00 p.m. with a one-hour lunch. There is some flexibility of hours allowed with prior approval from manager. Occasional evening and weekend work may be required as job duties demand.

Travel:

Local travel is frequently conducted during the business day. Some out-of-the-area and overnight travel may be required. However, this type of activity will be scheduled in advance whenever possible. Approx 10%.

EEO Statement:

Technical Systems Group, Inc. (TSG) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TSG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

TSG expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of TSG's employees to perform their job duties may result in discipline up to and including discharge.

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| <p>NOTE: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.</p> |
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