

Account Executive

Location: San Diego, CA

Hours: Monday - Friday, 9:30am-4:30pm

Job Type: Temporary

Compensation: TBD

General Description:

The ideal candidate will be responsible for selling computer classes to individuals and businesses, targeting primary small to mid-size companies.

Responsibilities:

- Actively marketing OTS training classes to individuals and companies with the goal of increasing sales and creating brand awareness.
- Provide clients with exceptional customer relationship and ongoing support to ensure personal attention.
- Able to meet goals set by the Director by sustaining a high level of activities including handling prospecting calls, meeting with clients either at our facility or at the client's location.
- Able to maintain database of current and potential clients and submitting an accurate forecast to the Director on a weekly basis.
- Perform other administrative duties as assigned, such as registering students into classes and submitting class requests.

Required Experience and Skills:

- Excellent communication and interpersonal skills.
- Minimum of 2 years of experience in business to business sales, customer relations, and marketing.
- Able to work independently, as well as know when to ask for help.
- Proficiency in using Microsoft Office applications like Word & Excel.
- Strong work ethic and high level of dependability.

To Apply: Email resume and cover letter with salary history to info@otstraining.org