



Summary of Position

A Window Covering Technology Integration Account Executive at Workplace **elements** is responsible for generating and increasing sales opportunities of window covering technology solutions and ensuring projects are completed in an efficient and timely manner. As a sales and client facing function of the window covering technology studio; the Account Executive/Account Manager is responsible for generating window covering sales. This ideal candidate will work closely with business development and management to develop, maintain, and create client relationships. This position is an outside sales and inside sales position responsible for expanding the revenue and profitability within the shading technology studio at **elements**. As part of a dynamic team, this position requires someone who has a strong understanding of the sales process and window covering technology solutions. The ideal candidate must be able to demonstrate sales, meet sales projection forecasts metrics, expand the **elements** Technology client base, and identify outside sales opportunities necessary to develop a sales pipeline.

Job Responsibilities/Duties

- Identify and develop outside and inside sales opportunities to support business revenue projections.
- Analyze cross-selling and upselling opportunities – incorporate/present the appropriate products and services into client sales cycle to ensure successful project outcomes.
- Use consultative sales approach – develop key relationships, including pricing strategies to improve sales close ratios, revenue attainment, divisional goals.
- Ability to generate complete, accurate, and profitable proposals/bid responses/submittals.
- Liaison between the client and installation team. Ensure smooth project transition and completion.
- Develop Sales Strategies – review quarterly to expand business opportunities, improve existing client sales, and meet targeted sales quota.
- Participate in Business Development initiatives, sales meetings, industry related opportunities.
- Meet established sales gross profit margin quota.
- Utilize internal marketing, vendor relationships, and manufacturer resources to improve sales focused prospecting.



- Sales of roller shade/window covering technology solutions including but not limited to:
 - Firm understanding of motorized and manual roller shade technologies, ability to prioritize tasks and respond to proposal requests in a timely manner.
 - Cabling infrastructure to support motorized shading technology. Requires a competent understanding of structured cabling support/hardware, and cabling termination.
 - Understanding of LV-Data infrastructure standards
 - Understanding of technology best practices
 - Ability to read and interpret electronic schematics and architectural blueprints.
 - Communicates system design requirements to the installation team, generates conceptual proposal, and request for information to perform the following: motorized and manual shade submittals and installation requirements.
 - Coordination and communication with the installation team and project manager
 - Strong communication skills, ability to motivate installation team members.
 - Fundamental understanding of Control systems (BIM) – General understanding of system design and connectivity requirements for 3rd party control.
 - Customer liaison between the GC, Site Supervisor, Customer and Project Manager.
 - Perform client training as needed.
 - Ensure job documentation is completed.
- **Other duties as assigned**

Environment:

- Sitting, standing and repetitive keyboard movement
- Travel to various job sites required

This position is: Full-time/Exempt **Salary Range:** \$50k-\$60k + Commissions

Experience/Requirements:

- Minimum of 4 years of sales experience with window coverings experience preferred.
- Formal education in related field preferred



- High School Diploma or equivalent preferred
- Effectively communicate with employees, customers, and colleagues
- Ability to work and think independently and ensuring to meet deadlines.
- Basic computer knowledge: Microsoft, Proposal Generation Software
- Knowledge of basic signal flow for shade control
- Ability to propose, sell, and manage small to large roller shade/window covering projects.

Preferred External Training:

- Manufacturer Window Treatment/Roller Shade Training