

## Account Executive – Business Development

### Position Description:

We are searching for an Account Executive to fill a regional business development position in our Real Estate Due Diligence division. The successful candidate will call on local and regional client segments in the commercial real estate and finance markets.

The qualified candidate will be responsible for business development initiatives to achieve revenue growth by increasing sales of real estate due diligence assessments (Phase 1 & 2 Environmental, Property Condition, and Construction Administration Services) and sustainability consulting services to existing and new clients.

### Required Skills:

- Exceptional communication skills – written, verbal, presentation and interpersonal
- Experience either delivering or selling environmental consulting services or engineering consulting services
- Self-driven and results-oriented achiever
- A natural forward thinker who critically assesses and takes pride in his/her own performance
- Ability to travel when necessary
- A team player able to establish strong relationships at all levels of an organization

### Job Responsibilities:

- Plan, prioritize and execute personal sales activities towards achieving agreed business goals and metrics determined by Managing Director (weekly sales targets, % new clients, % referrals, weekly call reports, gross profits)
- Maintain and develop existing and new clients through appropriate sales initiatives
- Exercise ethical sales practices to optimize quality of service, business growth, and client satisfaction
- Regularly update and utilize CRM tools and systems to effectively manage business development activities providing transparency to the Company
- Monitor and report on market and competitor activities
- Respond to requests for proposals on behalf of Company
- Provide data to the Managing Director to develop sales forecasts for the business (monthly, quarterly, annually) by analyzing and interpreting general economic and market trends, competitor activity, and sales efforts
- Cooperate with accounting and assist as necessary in the collection of the Company's accounts receivables

### Education Requirements:

Bachelors degree required.

*At EBI, we pay for performance! Initial compensation includes a competitive base salary and performance-based incentives as well as a comprehensive benefits package that including medical, dental and vision coverage, 401(k) with match, flexible spending accounts, fitness and tuition reimbursements and a variety of company sponsored wellness programs*