

Employment Opportunity

<u>Title:</u>	Account Executive
<u>Reports to:</u>	Account Executive Manager
<u>Hours:</u>	Full-time with the ability to work flexible hours (salaried position)

Position Overview

The self-motivated Account Executive will join Quest CE's dedicated Account Executive Team and report to the Account Executive Manager. The Account Executive's primary responsibility is to facilitate a smooth client transition after the initial product sale is complete, as well as grow the client relationships and program revenue via additional product sales, by providing an industry leading customer service experience. In addition, this position is responsible for planning, presenting and promoting regular client webinars to target and address the training needs of client administrators in a group format. This position involves the use of independent judgement and discretion with all responsibilities. Expectations are high for this role and so are the rewards! *This is currently a hybrid position, with the ability to work both at home and in the office, at the Account Executive Manager's discretion and the needs of the business.*

Company Overview

Quest CE is located on the western edge of Milwaukee, so we have the benefits of the city environment without the parking problems associated with a downtown firm. Parking is free as are the snacks, coffee and soda available to our team every day. We enjoy a casual work environment, while working with top technology systems. The collaborative team environment and our focus on work- life balance for our team members are some of the reasons we are on the 2019 list of Best and Brightest Places to work in Milwaukee, Fortune Magazine's Best Workplaces for Women, Entrepreneur Magazine's Annual 360 List of Well-Rounded Businesses for 4 consecutive years, the GRC Innovation Award for one of our proprietary web-based technology platforms, to name but a few of our honors.

Seeking Candidates Who

- Are self-motivated, detail-oriented, organized, and able to prioritize and manage multiple projects and responsibilities
- Have experience working in a fast paced team environment
- Possess excellent interpersonal and communication skills, both written and verbal, and the ability to effectively communicate with clients (internal and external).
- Are able to quickly learn new computer programs and apply a high-level of problem-solving skills

Compensation and Benefits

- Competitive starting salary - \$50k to \$55k, with annual salary reviews and a commission plan
- Full suite of benefits including health/dental/vision insurance, paid holidays, and a generous PTO benefit, company-matched 401(k) plan, team focused events including Brewer outings and monthly themed "food days", a share in the company's profits, use of the corporate Milwaukee Zoo membership, and more.

Required Skills

- Bachelor's Degree in Business Administration or related field, preferred
- Two (2) years of applicable professional office experience. Background in the financial services industry a plus
- Detail oriented, organized, able to prioritize and manage multiple projects simultaneously
- Proven work experience with Microsoft Office applications, to include Word, Excel, PowerPoint and Outlook
- Excellent interpersonal and communication skills, both written and verbal – excellent grasp of spoken English
- Outstanding customer service skills – friendly, courteous and helpful.
- Able to handle client feedback, negotiate contracts and have experience working with confidential information.
- Advanced time-management skills.
- Strong public speaking and verbal presentation skills applied through client webinar presentations.

Qualified and interested candidates are encouraged to send a resume to jobs@questce.com

attention Adam Krenke, Chief Operating Officer. Please visit our corporate website for more information on Quest CE.