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## JOB OPENING

**Job Title:** ACCOUNT EXECUTIVE (Salary plus Commission)  
**Department:** Operations  
**Reports To:** Vice President Business Engagement  
**Classification:** Exempt

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### SUMMARY

Engage Staffing is a general staffing and recruitment firm based in Bridgeport, Connecticut. The firm's parent company, The WorkPlace, is a Workforce Development Board that specializes in job training and employment and is considered a leading innovator within the American Workforce System. The WorkPlace has been highlighted on CBS's 60 Minutes, CNN, Fox Business, MSNBC and many other national media outlets for its achievements in connecting job seekers to employment opportunities.

The Account Executive will provide guidance, counseling, support and other employment related services to Engage Staffing clients. The position will establish and maintain activities to develop and secure job openings with local employers, market Engage Staffing and coordinate client job placement activity with the Engage Staffing Recruiter. The Account Executive will establish relationships with employers and businesses, promoting the services provided by the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Performing prospecting activities such as cold calling and networking.
2. Following up with clients regularly to ensure needs are being met and to identify opportunities.
3. Providing support for multiple clients by learning about and satisfying their needs, as well as negotiating costs and services.
4. Building and maintaining lasting relationships with clients and partners by understanding focus and needs, and anticipating them in advance to create a better customer experience.
5. Participating in brainstorming, office activities, staff meeting and client meetings, researching and assisting with program development for exiting clients and new prospects.
6. Coordinate internal and external resources to expedite workflow.
7. Presenting and demonstrating the value of products and services to prospective buyers.
8. Compiling and analyzing data to find trends.
9. Developing sales strategies and setting quotas.
10. Staying current on company offerings and industry trends.

11. Maintaining a database of contact information.
12. Handling complaints and negotiations.
13. Oversee and achieve organizational goals while upholding best practices.
14. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for own work and not required to direct or supervise other personnel but may occasionally instruct or show another employee how to perform the work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1-5 years' experience working for a staffing and or recruitment firm.
- Demonstrated accomplishments.
- Have a positive attitude and the drive and energy to manage multiple accounts while looking for new opportunities.
- Strong knowledge of social media.
- Reliable transportation and willingness to travel as needed to meet with clients.
- Excellent verbal and written communication skills.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from a four-year college. At least one year of related experience.

### **COMPUTER SKILLS**

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as data management systems. The ability to define and solve technical problems.

### **OTHER SKILLS AND ABILITIES**

The ability to read, speak and/or interpret Spanish is desired.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

N/A

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To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

[lkelman@workplace.org](mailto:lkelman@workplace.org)