

## JOB OPENING

**Job Title:** ACCOUNT EXECUTIVE (Salary plus Commission)  
**Department:** Operations  
**Reports To:** Vice President – Engage Staffing  
**Classification:** Exempt

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### SUMMARY

Engage Staffing is a general staffing and recruitment firm based in Bridgeport, Connecticut. The Account Executive will sell staffing services to businesses, growing Engage Staffing's client base. The position will establish and maintain activities to develop and secure job orders with local businesses and coordinate client job placement activity with the Engage Staffing Recruitment team.

We are in search of someone that understands metrics and has proven history with meeting sales goals. Must be motivated, want to work in a fast-paced environment and have an enthusiastic demeanor. Time management and organizational skills are critical for success!

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following;

1. Perform prospecting activities such as cold calling and networking
2. Follow-up with clients regularly to ensure needs are being met and to identify opportunities
3. Build and maintain lasting relationships with clients and partners
4. Present and demonstrate the value of products and services to prospective clients
5. Compile and analyze data to find industry and market trends
6. Develop sales strategies, set and meet quotas and deadlines
7. Maintain a database, possess solid data entry skills and have knowledge of applicant tracking systems
8. Handle complaints and negotiation, perform conflict resolution
9. 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/recruitment firm
- Demonstrated accomplishments relevant to the staffing/recruiting industry
- 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)