



**Quadra Indonesia Utama (QIU) - Scope of Work**  
Position Title: **Account Executive**

QIU is a company engaged in the field of General Contractor with major business in Network Engineering and Construction of Telecommunication Systems which is covering Mini Audit Surveys, Engineering, CME Implementation, Installation including Testing-Commissioning of various telecommunications equipment, Goods or materials supply for installation work and supporting facilities. Currently we are seeking Account Executive staff to join the team. The position is Jakarta based and full time.

**Scope of Work:**

- Creating detailed business plans to reach predetermined goals and quotas;
- Managing the entire sales cycle from finding a potential client to securing a deal;
- Unearthing new sales opportunities through networking and turning them into long-term partnerships;
- Presenting and demonstrating the value of products and services to prospective clients;
- Formulating sales strategies;
- Dealing with clients independently;
- Provides regular two-way communication between the client and team, to provide strong team representation and set proper client expectations;
- Establish & maintain excellent relationship with potential & existing clients;
- Achieve sales targets & other key performance indicators;
- Maintaining a database of contact information;
- Building long-lasting, mutually beneficial relationships with clients.

**Key skills:**

Candidates should possess diplomacy, meticulous attention to detail and problem-solving skills, good numerical, time management skills and a genuine interest in business. Excellent computing (office management software), secretarial, interpersonal, strong organizational skills with the ability to multi-task, teamworking and written/verbal communication skills in English are also important, high quality presentation and negotiation skill, the ability to work under pressure, the ability to absorb large quantities of information quickly while still maintaining attention to detail. Possess knowledge and networking in the field of Telecommunication. Have a minimum of 3 year work experience as Account Executive/Marketing. Good business acumen, confident, detail-minded, mature with high spirit of teamwork. Discipline and good attitude is a must. Willing to learn new things and sharing knowledge.

Interested candidates may send their application to:  
[recruitment@quadraindonesia.id](mailto:recruitment@quadraindonesia.id) latest by 30 November 2019.  
Only shortlisted candidates will be contacted.  
No phone inquiries.