

Job Title: Fixed Income Sales Account Executive

Department: Sales

Reports To: National Sales Manager

FLSA Status: Full-Time

Job Description:

First Empire Securities Inc., is searching for a high caliber, qualified and experienced sales representative to join our established sales force and sell a broad-array of fixed income products to institutional investors. Join a dynamic and driven team of professionals with the in-house resources and training to help you succeed. We are looking for self-motivated, professional individuals with a track record of success in sales.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following – other duties may be assigned.

- Introduce and present the firm's services to prospective clients
- Follow up on and continually make progress with assigned database
- Utilize in-house CRM system to manage database of assigned leads
- Strengthen existing relationships by traveling to meet with prospective clients
- Utilize solution-selling techniques to form strategic partnerships with clients

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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Maintain a high level of organization and time management to follow up effectively on all sales related activity
- Maintain the ability to multi-task in a fast-paced, dynamic environment
- Demonstrate great attention to detail
- Demonstrate exceptional sales skills while maintaining a high level of professionalism over the phone and in person
- Demonstrate a high level of self-motivation, drive and sales skill to accomplish sales goals

EDUCATION and/or EXPERIENCE:

- Four Year College Degree
- Series 7 License

COMPUTER SKILLS:

- Proficient in MS Office products, with an emphasis on Word and Outlook
- Familiarity with CRM Systems