

Account executive job description template

Edit the responsibilities, requirements, compensation, and application steps in your own document.

<https://accountexecutivejobs.com/blog/hiring-salespeople/account-executive-job-description>

How to use this template

Replace every bracketed field with an approved answer. Delete requirements that do not reflect the actual work. Confirm pay, quota, territory, and application steps before publishing.

Job description

Account Executive: [segment / industry]

[Company] | [eligible location] | [remote / hybrid / on-site]

About the role

You will sell [product / service] to [buyer and customer segment].

You will own [new business / expansion / full sales cycle].

Your territory is [named accounts / geography / segment].

Typical deal size is [range and measurement basis].

Typical sales cycle is [range based on recent deals].

Pipeline comes from [inbound / SDRs / partners / self-sourcing].

You will report to [manager role] and work with [support teams].

Responsibilities

- Build and qualify pipeline within the assigned territory.
- Run discovery to understand the buyer's problem and decision process.
- Coordinate demos and specialist support when needed.
- Manage opportunities, next steps, and forecasts in [CRM].
- Negotiate within approved commercial terms and close business.
- Hand off customers to [implementation / customer success owner].

Requirements

- Experience selling to [relevant buyer / customer segment].
- Examples of owning [specific stages] in a comparable sales process.
- Ability to explain results with quota, period, and territory context.
- Clear written follow-up and disciplined opportunity management.
- [Only additional requirements essential to this role.]

Compensation

Base salary: [approved range and currency].

On-target earnings: [approved range and currency].

Variable pay: [target amount, measure, and payment timing].

Targets and support

Full-ramp quota: [amount, period, and bookings / revenue basis].

Ramp: [learning milestones, reduced targets, and manager support].

Resources: [SDR, marketing, solutions engineering, and enablement].

Benefits and working hours

Benefits: [approved benefits summary].

Travel / working hours: [actual requirements].

How to apply

Apply at [application link] with [requested materials].

Interview process: [stages, exercise scope, and expected timing].

For application support, contact [approved support route].