

## Job Description

**Position Title:** Account Executive

**Grade:** N/A

**Reports To:** Area Sales Mgr/ Branch Mgr

**FLSA:** Commission- Exempt

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**Position Overview:** An Account Executive will be required to develop, train, maintain, and nurture all associate accounts in their territory in order to increase market share and maintain relationships (***requires 70% of time devoted to this area***). This position will require appropriate public speaking skills and sales skills

**Responsibilities and Duties,** *includes the following responsibilities but not limited to:*

- Identify, develop and maintain broker relationships with “A” paper brokers
- Presents Reunion Mortgage loan process to brokers with the intent of establishing business flow.
- Utilizes marketing material, approved by corporate to establish company branding, and informs broker of marketing communication that will follow via email.
- Handle all aspects of broker relationships
- Coordinate customer service between brokers and staff but empowers broker to be self sufficient utilizing company process.
- Maintains regular communication with the broker(s) and informs brokers of changes and enhancements in processes and procedures.
- Compliance with company guidelines regarding call reports, volume projections and any other projects
- Enforce company policies with brokers
- Meet monthly/yearly production levels as determined by the company
- Monitors expiring rate locks for customer base.
- Monitors pull through reports for assigned customer base and provides continual coaching for acceptable performance.
- Develops marketing ideas and plan for continued increase in volume for assigned territory.
- Provide a professional, well polished image of the company to brokers
- Complete ongoing sales training, seminars and trade show attendance.



### **Physical and Environmental Conditions:**

Valid Driver's license and appropriate levels of auto insurance. Access to an automobile to regularly visit customer accounts is required for 70% of working time. Requires ability to travel if servicing a large geographic territory. Standard office equipment and tasks, including work at a computer terminal. Partial sitting and walking throughout the day.

### **Preferred Qualifications**

- Two (2) to five (5) years wholesale mortgage banking experience.
- Must possess good presentation skills, both formal and informal. Experience with presentation software such as PowerPoint preferred.
- Must possess excellent problem-solving and interpersonal skills.
- Solid organizational skills.
- Ability to work independently in a fast-paced environment.
- Intermediate experience with Microsoft suite of products
- Excellent Internal and External Customer Service
- Resourceful
- Be able to work as part of a team
- High level of integrity
- Adapts well to change
- Excellent verbal and written communication skills
- Self starter