



## JOB DESCRIPTION

**JOB TITLE:** Sales Executive

**DEPARTMENT:** Sales

**REPORTS TO:** General Manager

**SUMMARY:** Responsible for all sales activities, from lead generation through close in an assigned territory. Develops and implements agreed upon marketing plan which will meet both personal and business goals of expanding customer base in the marketing area. Works within the sales and support teams for the achievement of customer satisfaction, revenue generation, and long-term account goals in line with company vision and values.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential customers.
- Adjusts content of sales presentations by studying the type of customer.
- Focuses sales efforts by studying existing and potential volume of customers.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.
- Attends all necessary meetings and training as required by management.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily including demonstrating a pleasant and outgoing personality; Customer service orientated; must be committed, positive and self motivating; MS Excel and PowerPoint experience is required; 1-2 sales experience including a good track record in corporate sales; able to work under pressure and meet deadlines; Excellent interpersonal and communication skills in both written and spoken; Ability to effectively persuade and influence others; ability to develop and deliver presentations; ability to create, compose and edit written materials; Strong interpersonal and communication skills;

knowledge of advertising and sales promotion techniques.

4-6 years of sales experience in the marketing industry. Experience with enterprise software solutions and medium sized, complex organizations. Extensive experience in all aspects of relationship management. Strong understanding of customer and market dynamics and requirements. Willingness to travel and work in a team of professionals. Proven ability to achieve sales quotas. Demonstrated knowledge of Microsoft Office products. Detail oriented with strong problem solving skills. Ability to be self-directing with limited supervision. Strong and self-confident personality with the ability to challenge assumptions and ideas. Strong team player with the ability to build and foster working relationships.

A valid state driver's license is required.

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee frequently is required to use hand to finger, handle, or feel objects, tools, or controls and climb or balance. The employee is occasionally required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_