

## Sales Executive Job Description

The Sales Executive implements sales programs, both short and long range, targeted toward existing and new memberships. The position is also responsible for following industry trends and anticipating member needs along with building relationships with members in key industries and markets, as assigned.

### FLSA Classification:

Exempt

Non Exempt

### Primary Responsibilities:

- Establishes and maintains relationships with potential members and key strategic partners/members.\*
- Procures new business, members, and memberships for Driven Private Transportation Services.\*
- Maintains communication and renewal status of members through their usage and growth.\*
- Evaluates market research and adjusts sales strategy to meet changing market conditions.\*
- Provides direct communication and support to employees placed in customer assignments, including one-on-one transition activities when new assignments commence.\*
- Represents Driven at industry meetings and networking events to promote company services.
- Prepares periodic sales report showing sales volume, potential sales, and areas of proposed member base expansion.

### Job Requirements:

- Demonstrated in-depth sales techniques and financial principles.
- Effective ability to communicate orally or in written form effectively with co-workers, internal, and external customers.
- Ability to anticipate and solve practical problems or resolve issues.
- Exceptional teamwork and team-building ability.
- Ability to calmly face chaos, enthusiastically embrace change, and adjust to challenges.
- Embrace a never-ending initiative for performance improvement.

### Education and Experience:

- Bachelor's Degree in Sales, Marketing or Business preferred or equivalent combination of education, training, and experience.
- Minimum of one-year related experience in sales and/or membership sales.

### Travel Requirements:

- This position requires some travel, travel up to 5-10% can be expected, depending on market activity.