

## POSITION DESCRIPTION

Position Title: Sales Executive Department: Sales and Marketing

Location: Head Office and Branches Status:  Exempt  Non-Exempt

Approved: \_\_\_\_\_ Date: October 2006

This Position Description identifies the major responsibilities of this job. It does not include all aspects of the position such as the potential additional duties assigned by supervisors and the requirement for flexibility in helping others for the company's overall benefit.

**Position Summary:** (Major purpose or reason for position.)

Generate corporate revenue through the acquisition of new accounts and growing existing business.

**Essential Responsibilities:** (Those which define the major aspects of the position and help to determine the degree of success in performance. Detailed duties are best specified on a job instruction sheet.)

- Achieve sales goals as established by Director of Business Development / Sales
- Develop and maintain computer database of customer prospects.
- Cold call prospects.
- Schedule and conduct sales and customer service meetings.
- Prepare rate quotations, proposals and other sales materials.
- Develop knowledge of logistics details.
- Maintain records and make them available as requested.
- Participate in sales conference calls and meetings
- Follow Sales and Marketing procedures in compliance with ISO 9002 Standards.

**Position Requirements:** (Specify the minimum knowledge, skills and abilities necessary to execute the key responsibilities listed above.)

- BA or BS in related field preferred.
- 1-3 years Air Freight Forwarding experience or Semiconductor experience preferred.
- Strong communication and presentation skills.
- Proven ability to stay focused and maintain self-motivation.
- Able to work with a minimum of supervision
- Have basic computer skill including MS Words, Excel, Powerpoint, ACT are required. .

Reports to: Regional Sales Manager (Position)

Supervises: Position(s) N/A