



## **PERSONALITY AND JOB PROFILE REQUIREMENTS**

### **Person profile – Area Sales Executive**

**Personality:** Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with senior executives. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Sufficiently mobile and flexible to travel up to a few days a month within the U.S. Keen for new experience, responsibility and accountability. Able to get along with others and be a team-player.

**Personal Situation:** Must be mature and domestically secure. Able to spend a few nights away per month without upsetting domestic situation. Able to commute reliably to office or client base. Able to work extended hours on occasions when required. May be striving financially but not desperate or in serious debt. Must have clean or near clean driving license.

**Communication Skills:** Able to communicate and motivate via written media. Excellent verbal presentation skills; with a PowerPoint presentation and/or without. Ability to present oneself and products intelligently, professionally, and accurately.

**Computer skills:** Must be adept in use of MS Office 2000 or later, particularly Excel, Word, and PowerPoint, as well as the Internet and email.

**Literacy:** Must be a very competent writer of business letters, quotations, proposals, and emails.

**Business and Selling Skills:** Must be an excellent face-to-face and telephone communicator. Able to demonstrate success and experience managing major accounts customers and large contracts or even a business, particularly achieving genuine sales development. Plan and manage internal communications and awareness of corporate direction, mission, aims and activities.

**Management Ability:** Must be able to manage time wisely in order to meet all expectations set by the specific date and timeline set by management. To do whatever it takes to ensure a project is completed accurately, visually professional, and on time. Management understanding to know what one does effects everyone else in the organization.

**Organizational skills:** Plans and prioritizes personal needs, sales activities, and customer contact towards achieving agreed business aims, including costs and sales - especially managing personal time and productivity. Plans and manages personal business portfolio/territory/business according to an agreed market development strategy.

**Professional / Ethical Understanding:** Maintains and develops existing and new customers through appropriate propositions and ethical sales methods, as well as relevant internal liaisons, to optimize quality of service, business growth, and customer satisfaction. Maintains and develops corporate image and reputation.

**Conference / Convention Understanding:** Has attended / worked several conferences as a vendor. Prepares accordingly to be able to verbally present product information or company policies proficiently and intelligently. Is proactive in practicing the presentation method required by company; does not need to be corrected or monitored by management. Reads and plans ahead to know the conference schedule and requirements of exhibitors/vendors. Does whatever is needed to set up, distribute materials, communicate product information, and clean up area. Knows entertaining limits and presents oneself at all times in a professional manner.

**Clothing / Attire:** Professional dress at all times will be expected for all company meetings, presentations, sales calls, entertaining, conferences, etc. Attire should reflect updated social styles, look new/clean, and fit according to body type (not too small / baggy). At all times, company employees will represent and reflect a classy, clean cut, updated, and professional look.