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Job Title:

Sales Executive

Department:

Business Development

Reporting To:

Chief Operating Officer

Summary/Objective:

The Sales Executive position is responsible for the sale of the organization's products/services in a specified region or major geographical area.

Compensation & Benefits:

- The full compensation package is likely to put the candidate into the low six-figure range, with approximately half of the comp being in the form of a base salary, and the rest being comprised of commissions, KPI bonuses and Car Allowance.
- Benefits can be negotiated and agreed during the time when the offer is extended.

Essential Functions:

- Develop plans and strategies for growing business and achieving the Company's sales goals for the janitorial, maintenance and other related services.
- Manage the sales process and sales budgets to deliver profitable growth.
- Use software to document sales leads, process, communication, and reports.
- Define sales processes that drive desired sales outcomes and identify improvements where and when required
- Put in place infrastructure and systems to support the success of the sales functions of the company
- Provide detailed and accurate sales forecasting each month
- Monitor customer, market and competitor activity and provide feedback to company leadership team, as necessary.
- Work closely with the COO and marketing to establish successful support, channel, and partner programs

- Travel for in-person meetings with customers and partners and to develop key relationships
- Meet or exceed sales revenue in accordance with the agreed upon annual quota
- Develop networking teams to create leads and opportunities
- Work with the Business Development team to communicate accurate data and work as a team to set up opportunities to bid on.
- Join and participate in Trade Organizations that will promote the company
- Plan and develop sales exhibits.
- Participate in education and training conferences on selling and marketing programs.
- Coordinate and assist in leading sales meetings to include site selection and agenda preparation.
- Keep informed of new products, services, and other general information of interest to customers.
- Check on competitive activity and develop new methods of attaining resellers and assisting resellers in attaining new accounts.
- Troubleshoot problems regarding services provided and help find solutions with Ops team
- Answer customer questions and receive complaints/issues.
- Perform other job-related duties and responsibilities as may be assigned from time to time

Metrics by which performance will be judged:

- Sales Revenue Produced
- Profit
- Cost of Sales
- Potential Revenue in your Sales Pipeline
- Closing Ratio
- New Market Penetration
- Market Share (existing and new markets)
- Continuing Education specific to our industry

Competencies:

- Customer/Client Focus
- Communication Proficiency

- Performance Management
- Business Acumen
- Negotiation skills
- Initiative
- Results Driven
- Organizational Skills
- Presentation Skills

Supervisory Responsibility:

Part-time and commission-only sales team

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Travel:

This position requires up to 50% travel. Frequently travel is outside the local area and overnight.

Required Education and Experience:

- At least three years of field sales experience.
- At least three years of janitorial or facilities maintenance experience
- Bachelor's degree or equivalent experience.
- At least one year of CRM experience and experience with implementation of a CRM

Preferred Education and Experience:

- Advanced training in recent sales techniques

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.