



JOB DESCRIPTION

POSITION TITLE: Sales Account Executive

DEPARTMENT: Sales

REPORTS TO: Sales Manager who reports to the Vice President of Sales & Field Operations

POSITIONS REPORTING TO THIS POSITION: N/A

PURPOSE

This position is responsible for selling all repair, maintenance, waterproofing, and reroofing work that the company performs in Southern California. This is completed through relationships forged with Community Managers that allow access to the Board of Directors of Homeowners Associations (HOA's), the decision makers of a community.

Essential Functions

Specific duties include but are not limited to:

Sales:

- Build and maintain a pipeline of sufficient size to ensure making monthly and quarterly sales target
- Meet with key decision makers to present Antis' solutions for client's key needs and criteria via Zoom, in person or onsite at project
- Prepare presentations to support proposals
- Leverage and attend potential client exposure opportunities such as luncheons, entertainment events, board meetings, serving on a CAI committee and lunch and learn presentations
- Keep Salesforce system information up to do date and accurate, recording all pertinent events and work being completed in assigned territory
- Work with Sales Assistant to ensure client relationship data is up to date and accurate in Salesforce
- Check in with managers of current jobs sold regularly to ensure smooth job completion and customer satisfaction. Communicate issues with jobs in the field or scheduling to the Manager for resolution
- Schedule and attend weekly breakfasts and lunches with managers and key decision makers to build relationships
- Communicate what was sold during the meetings and effectively tell the production team so they can deliver on what you sold to the customers and deliver on what we promised.
- Prepare needed information for Monthly review with executive team and weekly 1:1 with sales manager
- Attend board meetings as needed for any projects or communities that are using us or considering us

Finance:

- Assists finance in following up on past due invoices from clients, as needed

Estimating:

- Assists putting simple proposals together during the rainy season to assist influx of estimate requests as needed

Performs additional duties as assigned

Job Requirements

Education and/or Experience:

- High School Diploma or equivalent, College degree (AA/BA/BS) preferred
Must reside in Los Angeles County
- Minimum 2 years of transferable sales experience

Desired Competencies

- 2 or more years of transferable sales experience
- 2 or more years of construction or roofing experience
- Working knowledge of homeowner associations
- Working knowledge of Salesforce
- Ability to communicate with employees in a professional and courteous manner
- Strong analytical skills and close attention to details
- Results oriented with the ability to balance other business considerations
- Public speaking with effective group presentation delivery skills

Supervisory Responsibility:

- This position has no supervisory responsibilities

Language Skills:

- Must be able to speak, read and write English proficiently
- Spanish Communication skills desirable

Mathematical Skills:

- Must comprehend general arithmetical functions

Computer Skills

- Proficiency with computers and software that include MS Word, Excel, PowerPoint, Outlook and OneNote, Sales Force, other ERP/CRM software and systems
- Ability to work with modern office technology and communication tools including printers, copiers, and other related office machinery

Physical Requirements:

- This position will spend most of the workday driving to different management companies and HOA's, as well as interacting with Managers in their offices, sitting or standing and using office equipment and computers
- This position will perform occasional lifting of supplies and materials of up to 50 lbs.
- Standing for long periods of time at events and trade shows

Environmental Conditions

The incumbent's location is divided into an office and outside sales setting. The incumbent may be faced with consistent interruptions and must meet with others on a regular basis.

Sensory Demands

The incumbent may spend most of the workday engaged in projects that require concentration in an environment with moderate noise levels within office and while traveling to and from a job site.

Mental Demands

There is an expected level of stress that results from competing deadlines and various needs from the staff

FLSA Status:

Exempt

Schedule of Work:

The work week typically consists of an 8-hour day from Monday through Friday, beginning anywhere between 7:00 am and 9:00 am, and ending after 8 hours of work, plus overtime as needed. This exempt position will have evening and weekend activities related to the position (trade shows, charitable events, board meetings, client relationship events) that extend beyond the typical workday

Compensation:

Commensurate with experience

Terminating the employment

Employment is at-will, both parties can terminate the relationship at any time