



## **POSITION DESCRIPTION**

**Position:** Sales Executive – Virginia/Maryland

**Purpose:**

The primary purpose of this position is to increase corporate revenue by adding new customers and expanding relationships with existing customers.

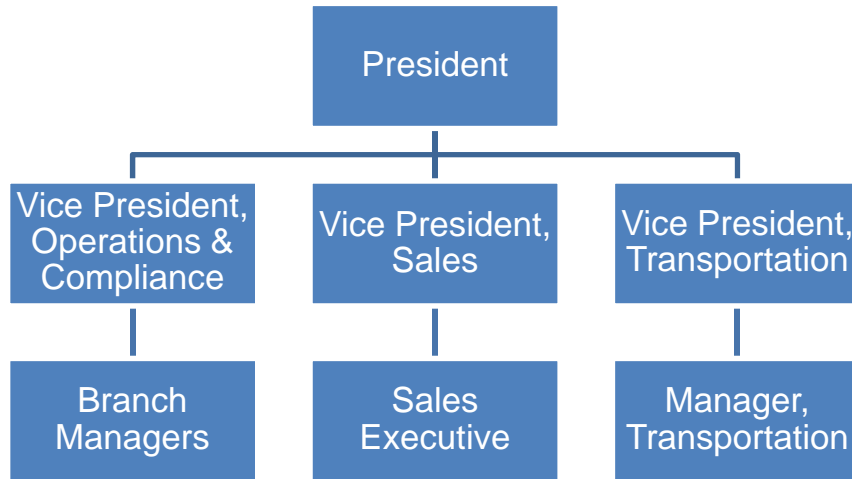
**Qualifications:**

- Freight forwarding and customs brokerage operations or sales experience.
- Well rounded knowledge of international transportation.
- Excellent written and oral communication skills.
- Strong organizational skills and detail oriented.
- Self-motivated and have the ability to work with minimal supervision.

**Responsibilities:**

- Solicit appointments in local territory (Virginia/Maryland), with a goal of 15 face-to-face sales calls per week.
- Send out a minimum of 40 sales proposals to new business prospects per month.
- Coordinate the preparation of rate quotations for presentation to potential clients.
- Develop detailed logistics program recommendations.
- Regular client visits and communication with Customer Service Representatives.
- Obtain signed and completed credit applications, service repayment agreements, and powers of attorney (if applicable) from customer before first shipment.
- Conduct site visits and complete Aviation Security Known Shipper Re-Verification form for air transportation customers.
- Participate in weekly sales meetings with Branch Manager and Sales Supervisor.
- Regularly update sales software program with sales activity for all management to view.
- Use the sales software program to organize and keep up-to-date information on all current and prospective customers with the assistance of the Sales Coordinator.
- Submit monthly sales and expense reports to Branch Manager and Sales Supervisor.

**Organizational Structure:**



**Compensation & Benefits:**

- Salary plus bonus plan
- Benefits include health & other insurance, paid vacation & sick leave and a generous 401(k) plan.
- Car allowance/provision
- See “Sales Executive Compensation Package”

**Contact:**

Please submit an introduction letter and your resume to:  
mcoleman@cvinternational.com