



## DDI Technology

### Open Position

**Job Title:** ELT Account Executive

**Reports To:** Director of Sales

**Department:** Sales and Account Management

**FLSA Status:** Exempt

**Location:** Lexington, South Carolina

**Hiring Salary:** \$40k - \$45k with additional, competitive commission/bonus plan

**SUMMARY:** Under the Director of Sales, in conjunction with the Chief Business Development Officer, this position is responsible for the overall development and implementation of DDI's sales, marketing, and branding strategies for the ELT and TRS product lines. The ELT Account Executive must maintain up-to-date knowledge of all aspects of DDI products and services and continuously works in a team environment to ensure customer satisfaction.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without special accommodations.

- Responds to sales communications (phone, email, fax) which includes, but is not limited to, sending information via email about the Premier eTitleLien (ELT) system or Title & Registration Services (TRS), pricing, state information, and demonstrations.
- Tracks all new sales communications in DDI's CRM for future follow-up; provides QA for all incoming contracts and enrollment forms prior to sending to the Contracts Department; updates CRM records and follows-up with all prospective client communications.
- Serves as coordinator for incoming new customers ensuring necessary assignments are implemented.
- Identifies and qualifies potential customers; sets meetings, creates proposals and closes potential customers who would benefit from DDI's ELT and/or TRS programs; corresponds to potential customers through phone calls, emails, campaign mailers and attending association trade shows.
- Works with marketing to develop materials to use for prospective clients and conferences.
- Represents DDI at functions which includes, but is not limited to, banker association events, on-site customer presentations, and national conferences.
- Designs/develops/updates documentation and presentations for contracts, checklists, customer presentations, etc.
- Performs demonstrations and/or training of the Premier eTitleLien® system per new and existing customer requests.
- Engages existing customers when opportunities for TRS are present; ensures capabilities match customer needs and creates proposals to increase sales.
- Compiles target market lists through research and analysis of information from various sources.
- Works with marketing to develop plans for the launch of new ELT states and product offerings.

- Provides support to Director of Sales for various projects to include pricing and contract management and negotiation.
- Performs other requests and directives issued by the Director of Sales or Chief Business Development Officer.

**Supervisory Responsibilities:** None

**COMPETENCIES/KNOWLEDGE/SKILLS/ABILITIES:**

The requirements listed below are representative of the competencies, knowledge, skills, and/or abilities required to successfully perform the job.

- *Education and/or experience* - Bachelor's degree from an accredited college or university and 2-3 years of experience in sales or an acceptable combination of education and experience.
- *Sales techniques and practices* – Skilled in proven sales techniques and practices to include phone skills, appointment setting, presenting proposals and closing of the customer.
- *Interpersonal skills*- Strong interpersonal skills.
- *Problem solving and analytical skills:* The ability to address problems in a wide range of situations and seek solutions in a fair and consistent manner.
- *Communication skills* – Excellent written and oral communication skills; writes clearly and reads and interprets written information; presents numerical data effectively; speaks clearly and listens and gets clarification.
- *Teamwork* - Balances team and individual responsibilities; contributes to building a positive team spirit.
- *Ethics* - Treats people with respect; works with integrity and ethically and upholds organizational values.
- *Planning/organizing skills* - Prioritizes and plans work activities and uses time efficiently.
- *Safety, security and quality* - Observes safety and security procedures and uses equipment and materials properly; monitors own work to ensure quality and demonstrates accuracy and thoughtfulness.
- *Attendance/punctuality/dependability* - Consistently at work and on time; follows instructions and responds to management direction taking responsibility for own actions.

**PHYSICAL DEMANDS and WORK ENVIRONMENT:**

The *physical demands* described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands of the position include close vision, distance vision, and ability to adjust focus; the ability to verbally communicate; use hands for typical office duties; ascending and descending stairs. Lifting requirements are minimal.

The *work environment* characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office setting. The noise level in the work environment is usually quiet. An occasional amount of travel may be required.

**To apply for this position:** Submit your resume and DDI Job Application to the Human Resource Department: P.O. Box 2078 Lexington, SC 29071 / [humanresources@dditechnology.com](mailto:humanresources@dditechnology.com)