



DDI Technology

Open Position

Job Title: EVR Account Executive

Reports To: Director of Sales

Department: Sales and Account Management

FLSA Status: Exempt

Location: Lexington, South Carolina

Posting Dates: Open until filled

SUMMARY: This position is responsible for working in conjunction with and under the direction of the Director of Sales for the overall development and implementation of DDI's sales, marketing, and branding strategies. Must maintain up-to-date knowledge of all aspects of DDI's Electronic Vehicle Registration products and services. Must continuously work 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.

BENEFITS: Benefits offered include: Medical, Dental, Life, Short Term Disability, Long Term Disability, Critical Illness/Cancer policy and a 401K.

- Identifies, qualifies, sets meetings, creates proposals and closes potential customers who would benefit from DDI's EVR program. Contact methods include phone, email, campaign mailers and traveling to dealerships.
- Serves as Project Manager for incoming new customers. Tracks all new sales communications in CRM for future follow-up; QA all incoming contracts and enrollment forms prior to sending to Contract Department; up-dates CRM records and follows-up with all customer communications.
- Coordinates the ongoing management and support of the customer. This includes handing off day-to-day management to an Account Manager, periodic customer visits to ensure satisfaction and becoming the liaison for major issues which could arise during the business relationship.
- Responds to sales communications (phone, email, fax) which includes, but not limited to, sending information via email about the Premier EVR, pricing, state information, and demonstrations.
- Designs/develops marketing materials to include competitive analysis/etc. to be used at conferences, marketing campaigns, constant contact email blasts or DDI partnership collateral;
- Represents DDI at functions which include, but not limited to, Dealer Trade Shows and events, on-site customer presentations, and national conferences. Plays a key role in the design and development of all marketing materials for special events such as DDI Road Shows for Dealers. Assists in the development of "internal" campaigns.
- Designs/develops/updates documentation or presentations which includes, but not limited to, pre-fillable forms, contracts, checklists, customer presentations, etc.
- Performs demonstrations and/or trainings of the Premier EVR system, per customer requests (new and existing).

- Compiles target market lists through research and analysis of information from a variety of sources.
- Provides support to Director of Sales for various projects to include, but not limited to pricing and contract management and negotiation.
- Assists with maintaining partnerships/relationships with trade associations.
- Performs other requests/directives issued by the Director of Sales.

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 and 2-3 years' of experience in the sales field or an acceptable combination of education and experience.
- *Sales techniques and practices* – Skilled in proven sales techniques and practices to include 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 to ensure clarity of ideas.
- *Teamwork* - Balances team and individual responsibilities and contributes to building a positive team spirit.
- *Ethics* - Treats people with respect; works with integrity and ethically, 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; 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. 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. A significant amount of travel may be required.

To apply for this position, please submit your resume to the Human Resource Department:
P.O. Box 2078 Lexington, SC 29071 / humanresources@dditechnology.com