



DDI Technology

Open Position

Job Title: EVR Regional Sales Manager

Reports To: Director of Sales

Department: Sales and Account Management

FLSA Status: Exempt

Location: Indianapolis, IN

Hiring Range: \$52,000 - \$65,000 with additional competitive commission/bonus plan

SUMMARY: This position is responsible for growth and development of Account Executives (AE), EVR sales, marketing and branding strategies within an assigned region. Working in conjunction with and under the direction of the Director of Sales the Regional Sales Manager must maintain up-to-date knowledge of all aspects of DDI's Electronic Vehicle Registration products and services, sales techniques and marketing efforts to maximize revenue and growth. Will work with the Support and Development teams to ensure customer satisfaction and product improvement.

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.
- Hires, trains and coaches AEs within the assigned region; providing guidance and information to further enhance sales skills, industry and product knowledge.
- Manages all AE activity to ensure goal attainment for appointments, new business and transactions.
- Identifies prospects and create territories for AE assignment; ensuring an adequate lead base and sustainable activity within the territories.
- Maintains a regular rotation of riding along with AEs to provide coaching and feedback on sales skills and activity levels. Provides oversight for remote employees through regular one-on-one meetings.
- Assists the AEs with the onboarding of new customers by coordinating with other departments and identifying the impact to those departments, therefore preparing for adequate needs.
- Tracks all sales activity and customer communications through the CRM, verifying prompt response to customers and regular follow-up with prospects.
- Coordinates the ongoing management and support of the customer base. This includes periodic customer visits to larger clients to ensure satisfaction and becoming the liaison for major issues which could arise during the business relationship.
- Collaborates with marketing to create sales collateral for EVR product enhancements.
- Oversees the calculation and submission of monthly incentives and bonuses for all AEs in region.
- 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.
- 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.
- Maintains the partnerships/relationships with dealer trade associations.
- Performs other requests/directives issued by the Director of Sales.

Supervisory Responsibilities: EVR Account Executives in assigned region

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; contributes to building 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 **Position Posted:** 7/15/19