



## Position Details

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**Job Title:** Sales Executive

**Department:** Sales

**Status:** Exempt

**Reporting to:** Dan McGrew

## Summary

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Responsible for generating, contacting and presenting the Pavaso platform to prospects; making direct contact with decision makers, coordinating demonstrations, presenting proposals, handling objections and ultimately closing new customers for Pavaso. It is expected that you will utilize all means possible to generate new business; phone, electronic and face to face meetings. Pavaso's primary product today is Digital Close however Pavaso has other products being developed and once they are ready for market, you will be expected to put forth your best efforts in selling all Pavaso products.

## Essential Functions Continued

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- At a minimum, the ability to work from 8:30a.m. to 5:00p.m. Monday through Friday.
- Regular consistent attendance is required, that could include attendance at after hour Company events.
- Ability to accept supervision.
- Ability to foster, develop and maintain professional and collaborative working relationships. Must be able to get along with others, i.e., peers, supervisors, outside customers, and vendors.
- Ability to interact effectively and professionally with all levels of management, employees and customers by email, phone and in person.
- Must be personable, positive, and a professional representative of the Company
- Perform other duties as assigned by supervisor.

## Knowledge/Skills/Experience Required

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- Strong organizational skills
- Able to collaborate with clients, and have a strong desire to excel.
- Excellent communication skills, both written and verbal
- Good interpersonal skills
- Must be able to work independently with little or no supervision, as well as a team player and be able to manage own workload
- Must be able to work on multiple projects and work under tight deadlines
- Must be an effective problem solver



## Physical/Mental Demands

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- Must be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Outgoing, personable, responsible, self-motivated, and confident
- Ability to work with confidential information.
- Ability to perform under pressure and be flexible with disruptions throughout the workday.
- Repetitive and continual typing motion is required.