



City Wide Facility Solutions Jacksonville Sales Executive Job Description

POSITION TITLE:	Sales Executive	FLSA STATUS:	Exempt
DEPARTMENT:	Sales	WORK SCHEDULE:	M-F, 8-5, Full time
REPORTS TO:	Sales Director	SUPERVISES OTHERS:	No

OBJECTIVE

The CBS Sales Executive (CBS SE) is responsible for new business development in a highly productive, sales-driven environment. You will be responsible for the full sales cycle, from lead generation to close. The CBS SE will sell and develop a base of clients and grow them month over month. The CBS SE will pass other leads, including Janitorial Services, to the appropriate SE.

ESSENTIAL FUNCTIONS

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking, and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share it with internal teams.

POSITION REQUIREMENTS

- 6 months to 2 years outside sales experience (B2B preferred), including cold calling.
- Minimum AA Degree.
- Demonstrated ability to meet performance goals.
- Strong communication and presentation skills.
- Thorough understanding of marketing and negotiating techniques.
- Proven experience as a Sales Executive or relevant role.
- Great customer service skills, both verbal and written.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Problem Solving - Ability to find a solution for or to deal proactively with customer and work-related problems.
- Experience with Outlook, Word, Adobe, Excel, and automated accounting software required.

PHYSICAL DEMANDS

Frequent walking, standing, bending, and lifting as required by cleaning tasks.

ENVIRONMENT

Work performed primarily at client locations with varying cleaning requirements.

In-person work environment with adherence to safety and PPE guidelines.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.