

## Direct Sales Specialist

Atlas Travel & Technology Group

FLSA Status: Non-Exempt

**This position reports to:** Manager, Lead Generation and Direct Sales

**Overview:** The Direct Sales Specialist will work independently to prospect and qualify leads and ultimately close clients for our small corporate business program.

### Responsibilities and Duties:

- Sit on committee that helps to define, establish and maintain the Atlas Travel product for small business
- Develop and maintain thorough understanding of all available services, lines of business and pricing structures so that the product can be successfully sold to customers
- Prospect territory to uncover potential customers that would benefit from the Atlas Travel product for small business
- Record and update all correspondence with prospect and customers in salesforce
- Participate in training and education necessary to perform job
- Meet agreeable sales targets with measurable accuracy
- Attend team meetings
- Communicate effectively with Outside Sales Team and Lead Generation Team and other relevant teams as necessary (Program Management, Ops, Finance, Marketing, etc...)
- Provide reports to Manager when necessary
- Oversee transition of customer to the Internal Program Management Team

### Skills/Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Skill/Qualification 1
- Skill/Qualification 2
- Etc.

### Education and/or Experience:

- Bachelor's degree preferred
- 2 years sales experience
- 5 years sales experience in lieu of education or a combination of education & experience

**PC Skills:**

[General working knowledge of the following: Internet searching, MS Office (e.g. MS Word, Excel, Power point), MS Outlook, CRM tool (Salesforce).]

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**Language Skills:**

Ability, to communicate in standard business English both written and spoken. Ability to read and comprehend simple instructions, correspondence and memos. Ability to effectively present information in one-on-one, small group situations to customer, clients and other employees of the organization.

**Physical and Mental Demands:**

The requirements described here 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.

- Requires an adequate range of body motion and mobility to enable the individual to perform the essential functions of the job.
- Requires ability to remain in a stationary position for prolonged periods of time throughout the workday.
- Requires ability to move about to access file cabinets, office equipment, etc.
- Requires ability to operate a computer, telecommunication's devices and other office equipment for prolonged periods of time throughout the work day.
- Requires ability to express or exchange ideas by means of the spoken word. Talking is important for those activities in which the employee must impart oral information to other employees, clients and customers, in person or via telephone, and in those activities in which they must convey detailed or important spoken instructions and information to others accurately, clearly and quickly.
- Requires the ability to perceive the nature of sounds. Hearing is important for those activities that require ability to receive detailed information through oral communication, in person or via telephone, and to make fine discriminations in sound.
- Requires clarity of near vision. This factor is important when special and or minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.
- Requires ability to work other shifts and weekends and in excess of 40 hours/week, as necessary.
- Requires the ability to work and cooperate with other employees and clients at all levels and from diverse backgrounds to exchange ideas, information and opinions to facilitate the task at hand.

**Travel (for positions requiring travel):**

- Requires ability to travel by car, plane and train for prolonged periods of time domestically and internationally and to move and transport personal luggage.

**Work Environment:**

The work environment characteristics described here 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 normal work environment is a typical office environment.