

Job Description & Essentials – Sales Account Executive

Sales Performance:

1. **Responsible for meeting or exceeding Market Quotas on time** (*that way you can make lots of money!!!!*)
2. **Present full range of Print, Internet, and Mobile products to all customers** (*they can't buy what they don't know about...*)
3. **Handle paperwork in a timely manner with clear, legible handwriting** (*we can't give you credit for what we can't read*)
4. **Adhere to all company policies, pay plans and discounts per Sales Handbook** (*covered in the two week training program*)
5. **Professionally represent Names and Numbers at all times** (*we value the strong bonds our company has in the local community*)

Time Management:

1. **Plan to make at least 6 to 8 sales presentations daily to a wide range of businesses** (*following this plan you can reach \$70k+ in the first year*)
2. **Organize and plan daily/weekly activity in advance** (*assumed for a professional sales person*)
3. **Effectively manage your assignment and territory** (*we want you to minimize your "windshield" time so you can sell more...*)
4. **All we ask is an honest 8 hour work day, 5 days a week** (*in return you receive the highest commissions paid in the industry*)

Performance Management:

1. **Be accountable -- monitor your personal sales performance to insure being on time and on quota**
2. **Report sales call results** (*we have a neat, simple way to do that*), **and your daily activity** (*we need to know how the team is doing*)
3. **Review all performance and pace reports** (*let's you know how you are doing*)
4. **Provide feedback during post canvass review** (*we value communication*)
5. **Attend Monday morning kick-off meetings, Friday afternoon team celebration meetings, and all other required sales conferences** (*requirement*)
6. **Check all company e-mail and voice mail daily**

What Skills and Personal Attributes Are Required?

Our best performing Account Executives consistently demonstrate these skills and attributes:

1. **Excellent verbal and written communication skills**
2. **Positive attitude**

3. Self starter
4. Goal Oriented
5. Team Player
6. Support and actively participate in department and Company culture
7. Actively participate in community events that help promote Names and Numbers in the community

Tell me more about the company



Print Yellow Pages

Names and Numbers' phone books reach over four million homes throughout 11 states. With 86% of U.S. homes utilizing Print Yellow Pages, there is no better time to become a Names and Numbers customer.

* Statistic by TMP Directional Marketing, Local Search Usage Study (2008)



Online Yellow Pages

Names and Numbers' online yellow pages expand beyond the reach of its print phone books with a **nationwide** search product designed for today's top search engines. Place your advertising with Namesandnumbers.com and reach more consumers looking for your business!



Mobile Search

Finding information **on-the-go** is as easy as a touch of a button with Names and Numbers' Mobile Yellow Pages. Same great product as our print and online yellow pages ... **in the palm of your hand!**

m.namesandnumbers.com or namesandnumbers.mobi.

I'm interested – What's Next?

Send your resume now to jobs@namesandnumbers.com. From there, one of our recruiters will contact you to schedule an interview.....

You should know that we are an Equal Opportunity Employer.