



Job Title: Account Executive

Direct Reports: Business Development Manager and CEO

Pay Structure: Commission only. 20% per sale.

Job Status: Part-time or full-time (Home-based) 1099 independent contractor

Location: Nationwide

CORE JOB DESCRIPTION:

Account executive will professionally represent the mission, sales goals and strategies of Love Apps LLC through generation of new business sales for all products and creative services offered. This position entails identifying opportunities and turning over to management to complete sales cycle.

PHYSICAL ACTIONS:

Recommended job duties consist of occasional walking, standing, driving, typing, filing, talking on phone and/or carrying 20 lbs. maximum.

PHYSICAL ENVIRONMENT:

Recommended job duties are normally performed in an environment as provided by the independent contractor, with some uncontrolled outside environmental conditions and travel via automobile and/or commercial transportation as determined and provided by independent contractor.

EDUCATION REQUIREMENTS:

Basic knowledge and demonstration of social media marketing, proficiency with basic software programs, email mediums and familiarity with Google Docs.

4 year college degree preferred.

EXPERIENCE REQUIREMENTS:

Demonstrated experience in business to business marketing and sales. Strong selling skill and creative sales approach. Strong ability to analyze and interpret information.

SPECIAL SKILL REQUIREMENTS:

General understanding of social media networks, websites and other mediums as used in the advertising and branding of business to business and direct-to-customer operations. Must consistently demonstrate consultative sales approach with all prospects and customers to understand needs.

Duties may include some travel and in person meetings at independent contractor's expense.

ADDITIONAL REQUIREMENTS:

- Generate new sales leads through prospecting daily (in-person or via phone)
- Enjoy working in a team environment
- Ability to professionally communicate and present
- Quiet home office to make professional calls to clients
- High speed internet connection (other than dial-up)
- Laptop/computer
- Phone line with unlimited long distance from which to call
- Google account with ability to access Google Docs and Gmail

The Representative would agree to terms as an independent contractor and would conduct its business under a proposed Agreement as a principal for its own account and at its own expense and risk.

JOB ACCOUNTABILITIES:

This particular role is a relationship building sales position which requires regular phone prospecting, sales forecasting, pipeline management, management accountability and superior follow-up and customer service skills. This position will identify new sales opportunities through lead generation.

Must meet minimum performance standards and participate in weekly sales calls/reporting with Love Apps LLC company representative.

MINIMUM PERFORMANCE STANDARDS:

Minimum performance standards are the base requirements to be met by independent contractor in order continue working relationship with Love Apps LLC. Reviewed monthly.

- Forecast monthly sales and communicate with company representative
- Pipeline management and prospect tracking
- Clearly and professionally communicate needs and concerns of customer to company representative to complete sales proposal
- Follow up with prospects to complete sales process with company representative
- Complete end of weeks sales report to company representative
- Participate in monthly production reviews with company representative
- Minimum of 3 to 5 new client sales per month, or minimum of \$5,000 in new business sales monthly.

PRODUCTS/SERVICES OFFERED BY LOVE APPS LLC

- Branding Packages
- Logo design and graphics
- Website design, content and maintenance
- Design and production of printed materials such as flyers, brochures, pamphlets, business cards and letterhead
- Social media branding packages
- Email campaigns