



MANAGEMENT POSITION DESCRIPTION

Job Code #:

Grade:

Job Title Senior Sales Executive

Date 09-10-03

Department Sales

Manager's Title Vice President, Sales

Manager's
Approval: _____

1. PURPOSE: State briefly (in one or two sentences) the overall purpose of the position.

To sell profitable new national accounts to exceed a threshold of four times annual salary and overhead from a gross profit perspective. To expand existing business with national house accounts. Furthermore, develop other areas of business penetration not currently being serviced by AGI Logistics i.e. household goods and electronics.

2. SPECIFIC DUTIES

In order of importance, list the essential duties which make up the position. This should include all the job responsibilities that are performed. Use specific action verbs, such as "file", "compile", "operate", etc.; avoid "prepare", "handle", and "assist". State the frequency, i.e. daily, weekly, monthly, annually, occasionally.

Duties	Frequency
1. Conduct 15 face to face sales calls per week focusing on national accounts.	Weekly
2. Send out a minimum of 40 sales proposals to new business prospects per month.	Monthly
3. Communicate with overseas and domestic offices in a clear, timely and professional manner.	Daily
4. Prepare and submit professional proposals to prospective national customers in a timely manner.	Weekly Weekly
5. Prepare and submit sales reports to manager.	
6. Create and update customer Standard Operating Procedures (SOP's) including rate tables. Present and explain SOP's and rate tables to operations.	Weekly
7. Obtain signed and completed credit applications from the customer. Submit credit applications to accounting prior to the business start up.	Weekly

Nothing herein shall preclude AGI Logistics Corporation from changing these duties, from time to time, and assigning comparable duties or other duties commensurate with the experience and background of the employee.

SPECIFIC DUTIES (continued)

8. Obtain signed Customs Power of Attorney from the customer (if applicable) and submit to VP, Customs Brokerage. Obtain signed Export Power of Attorney from the customer (if applicable) and submit to Export Specialist.	Weekly
9. Conduct site visits and complete Aviation Security Known Shipper Re-Verification form for Export customers (if applicable).	As Required
10. Participate in sales meetings.	Weekly
11. Update ACT software program with sales activity for all management to view.	Daily
12. Actively utilize the ACT database for contact information.	Daily
13. Submit expenses weekly for payment. Ensure that all expenses comply with company expense policy.	Weekly

3. KNOWLEDGE/SKILLS/ABILITIES/EXPERIENCE/EDUCATION/LICENSES/CERTIFICATIONS

Describe the knowledge, skills, abilities, experience, education, licenses and certifications needed for competent performance of the position

- Five to Ten years of experience as a sales executive in the freight forwarding industry
- Thorough knowledge of international shipping practices
- Solid track record in sales
- Basic PC skills
- Excellent written and verbal communication skills
- Aggressive in desire to pursue new business
- Excellent follow up skills
- Sense of urgency

4. WORKING RELATIONSHIPS

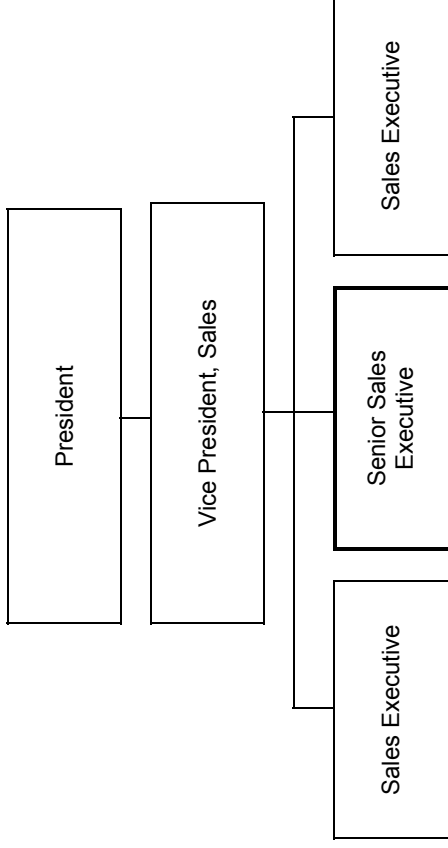
List the titles of individuals, departments and organizations with which this position has the most frequent contact. This should include both inside and outside the company. Briefly describe the nature or purpose of these contacts.

Most Frequent Contacts	Nature or Purpose
Manager – Vice President, Sales	Development, strategy, rates, customer information, reports
Management	Sales, business development, trade lanes
Operations	Customer care, SOP's, rates, accounting issues
Customers	Proposals, sales, business development, resolution of problems
Domestic offices	Customer information, SOP's, rates
Overseas agents and partners	Rates, customer information, strategy

Nothing herein shall preclude AGI Logistics Corporation from changing these duties, from time to time, and assigning comparable duties or other duties commensurate with the experience and background of the employee.

5. ORGANIZATIONAL STRUCTURE

Please list the title of the immediate manager, next level manager, other positions reporting to the immediate manager and positions reporting to this position. List major areas of responsibility for individuals under this position's direction.



Next Level Manager

The Immediate Manager

Other Positions Reporting to the Immediate Manager

Nothing herein shall preclude AGI Logistics Corporation from changing these duties, from time to time, and assigning comparable duties or other duties commensurate with the experience and background of the employee.