



Position: Sales Representative

ALTRANS (Alternative Transportation Solutions) has been providing a variety of Transportation Demand Management (TDM) services including carpool, transit, shuttle bus, bicycle and telecommute programs since 1991 for employers, cities, developers, K-12 schools and college commuters that regularly travel in certain geographical areas mostly in the greater bay area.

ALTRANS' commitment to reducing traffic congestion, vehicle collisions and improving air and water quality levels by reducing (emissions from) single occupant vehicles from our roadways, improves the quality of life for the south bay area and beyond. As a small business, ALTRANS employs and contracts with an average of 15 employees and contractors - at any given time.

THE POSITION:

The TDM – Sales Associate is directly responsible for identifying and matching services and products to potential clients, contacting potential clients and following through with all sales aspects in order to secure new business. The current opening will focus mostly on Shuttle Bus Program sales to start and may expand to other TDM services.

ASSIGNMENT & WORK LOCATION

12 months per year: mostly weekdays. Work may include some evening and weekend hours. Work to be performed at ALTRANS' main office, employee's home office and/or in the field at client's office.

COMPENSATION STRUCTURE

Negotiable. **Base salary plus commission** will be agreed upon prior to formal job acceptance with periodic adjustments and will be determined via these six main compensation criteria:

- Past sales experience
- Length of sales cycles for particular sales products
- Monetary size of sales product
- Length of sales/service contract (residuals)
- External and internal economic conditions
- Proven track record/results

PREFERRED & REQUIRED QUALIFICATIONS:

Preferred: An Associated Arts Degree from an accredited college in business management, marketing, advertising, non-profit management or related field.

Required: Two years of increasingly responsible business experience involving frequent sales contact with business and industry and the general public, including at least one recent year in an outside sales position.

KNOWLEDGE AND ABILITIES:

Demonstrated knowledge of and experience in:

Outside sales, matching customer needs to product and services, developing new customer leads, marketing efforts aimed at increasing sales, developing and submitting (and following up) with proposals, establishing prices for specific products & services, providing small and large group presentations, maintaining records, developing and completing process evaluations, documentation techniques and basic research methods, utilize computers and basic software including MS Word/ Excel/Access/Power Point/Outlook/Publisher, communicate effectively, both orally and in writing.

Ability to work independently and as part of a team in establishing priorities and work schedules.

EXAMPLES OF DUTIES:

1. Sell various TDM services and products from the Outreach/Education, Transportation Services and Transportation Planning Departments such as new *Shuttle Bus Services and Shuttle Charters*, Carpool Programs, Outreach and Educational Programs, On-Site Transportation Programs, Transportation Surveys, GIS/Planning Services, Grant Writing Services, Bicycle Safety & Encouragement Programs, Transit Encouragement Programs and Traffic Mitigation Plans.
2. Complete market research and organize ALTRANS’ core TDM services to those clients that may benefit from ALTRANS’ services and products.
3. Develop a sales strategy plan and create goals and objectives for specific and on-going sales campaigns for all services and products described in example number one.
4. Assist with development and production of sales material including regular distribution of product and service brochures and newsletters.
5. Develop, write and present project proposals for specific TDM products and services through written and electronic mediums.
6. Submit packets and proposals to specific clients; follow-through with cold and warm phone calls and personal contacts.
7. Coordinate and staff industry conventions, events and various sales functions.
8. Communicate newly purchased services and products to various departments within ALTRANS; explain exact needs and expectations of new clients to proper implementing departments.
9. Service new clients; follow-through with each customer for customer service and make satisfaction inquires.
10. Secure repeat and referral business from existing clients.

APPLICATION AND SELECTION:

All of the following documents are required by the deadline date:

1. Resume and cover sheet. Cover sheet to show specific position applied for and related sales experience.

“Application packages which are incomplete upon receipt will be eliminated from consideration”

Please send letter of interest, resume and questionnaire to: sblaylock@altrans.net or via mail or fax to:

ALTRANS – TDM Sales Associate
C/O: ALTRANS, INC
926 Rock Ave., Suite 10
San Jose, CA 95131

- or -

Send fax of same to (888) 432-2780