



AGAPE TRAVEL & TOURS
A DIVISION OF J DIAMOND INC

Sales Representative

We are looking for an experienced, motivated candidate with a history of working with cross-functional teams in a technical organization with a growing company. The ideal candidate must possess strong communication skills, along with organizational capabilities to overcome sales obstacles through creative and adaptive approaches. A minimum of 3 years of experience in inside or outside sales development positions is required, with a preference for business development and sales experience in the State, Local, Educational, and Federal government sectors. Additionally, the candidate should be enthusiastic and able to work independently. As a sales and business development manager at Agape Travel and Tours, the candidate will manage both internal and external pre-sales efforts, focusing on new product and market development initiatives. They will serve as the key technical advisor and product advocate, interacting with various departments within the company. Experience in the commercial transportation industry is preferred. The role also includes consulting with clients to understand their requirements, providing advice on vehicle types and trip charges, and handling administrative duties such as answering phones, emails, preparing invoices, contracts, reports, and maintaining logbook entries in Excel and our bus line software.

Sales Representative Duties and Responsibilities

- Review customer requirements, suggest suitable vehicle types, and determine trip charges
- Manage customer requests, bookings, and inquiries
- Perform administrative duties, including document preparation, invoices, and logbook entries
- Handle incoming and outgoing sales calls, create and send customer quotes, follow up on quotes, and send customer contracts
- Identify and pursue new customers and markets, providing qualified leads to the sales team
- Develop sales collateral for team and channel partners
- Represent company at field events such as tradeshow and conferences
- Contact new and existing customers to discuss needs and maintain relationships
- Generate leads, contact customers, and emphasize options to address customer needs.
- Negotiate prices, prepare sales agreements, and maintain contact lists
- Resolve client inquiries and complaints
- Expand business reach through effective networking techniques and social media channels
- Meet designated sales targets by customizing marketing strategies
- Conduct market research to determine a target audience's needs and preferences
- Research previous campaigns for improvements
- Create organic sales



Sales Representative Requirements and Qualifications

- Strong negotiation skills
- Excellent written and verbal communication skills
- Ability to prioritize, multitask, and make quick decisions
- Track record of closing sales
- Excellent communication skills and ability to work in a team environment
- Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint
- Familiarity with logistics software
- Knowledge of transportation and safety standards
- Excellent leadership, critical thinking, and problem-solving skills
- Experience in hospitality, travel, or charter bus industry (preferred)
- Connections in working with State, Local, Educational and Federal governments (preferred)
- Commercial transportation experience (preferred)
- Microsoft Office: 2-3 years (preferred)
- Administrative experience: 2-3 years (preferred)

Job Type:	Full-time
Salary Range:	Base pay + Commission
Benefits:	Paid time off
Schedule:	8 hour shift, Monday to Friday
Education:	High school diploma or equivalent (Required)
Experience:	Pre-sales: 3 years (Required) Microsoft 365 Suite or similar office software package: 2-3 years Experience with working in client management systems preferred
Location:	Chesapeake, VA 23320 In-person - This job does not offer remote work.