

Perform Air International Inc.
Section VI - Attachments
Att.57.01 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	11/21/2011	Revision to reporting authority.
2	02/20/2012	Revision to Immediate Supervisor and Position Title.
3	07/30/2012	Revised for consistency.
4	03/31/2017	Revision to Department Manager and Immediate Supervisor titles
5	12/31/2017	Revision to Position Title
6	01/31/2019	Revision to Grade Level, Department Manager, and Immediate Supervisor Title and addition of Division Manager.
7	10/31/2021	Revision to Grade Level
8	07/07/2023	Title change to Division manager, Immediate supervisor.
9	10/06/2023	Revision Division manager and Immediate Supervisor
10	07/05/2024	Revised 57.01 to include "Executive" before Vice President of Sales/Marketing.
11	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Director of Sales

Grade Level: 11-2022-19

Exemption Status: Exempt

Department: Sales

Division Manager: Executive Vice President Sales / Marketing

Department Manager: Director of Sales

Immediate Supervisor: Executive Vice President of Sales / Marketing

Duties, Responsibilities and Authority:

This position has the authority and responsibility for meeting with and developing relationships with our customers. This interaction may take place at industry conferences or events, at a customer's facility, or at our facility. This position is responsible for the training and coordination of the Regional Sales Managers. This training may take place at industry conferences or events or may coincide with a visit to a customer facility. This position assists in the negotiation of customer contracts. This position follows up with the Customer Support Department to ensure a timely response to customer requests, complaints, or comments.

Additional responsibilities of this position may be assigned at any time by the Executive Vice President of Sales/Marketing

This position requires travel and is at the discretion of the immediate supervisor.

Qualifications:

Education: *BA or BS Degree or High School completion plus one of the following Experience or Training requirements fulfilled*

Experience: *Three years' management experience with responsibility for the Sales or Marketing Department.*

Training: *Two years in-house employment, and documented training records of at least 100 hours.*