



POSITION DESCRIPTION

Job Title: Sales Executive

Classification: Exempt

Reports to: VP of Sales

Department: Sales

Position Summary: Fidelity National Home Warranty (FNHW) is seeking a full-time Sales Executive. Sales Executives (SEs) are expected to support all sales campaigns and leverage the Company's value propositions to drive more sales of all products and services offered by the Company. Specifically, SEs are expected to maintain a thorough understanding of available services and be able to articulate the variances with the services provided by our competitors. Successful SEs form relationships with real estate agents and brokers to drive volume, as well as form relationships with ancillary services such as title, mortgage, etc. to successfully cross-market FNHW products and services.

Essential Functions:

- Organize and maintain a territory route to ensure distribution of warranty collateral and special marketing campaign materials.
- Sell Home Warranties primarily through the Realtor and Title channels.
- Maintain all appointments and schedules.
- Establish quarterly goals and target lists with your manager including target lists of high-producing real estate agents and sales call commitments.
- Schedule one-on-one appointments with identified "producers" and report status monthly or as requested by your manager.
- Coordinate office meetings/presentations every month to help meet sales goals.
- Return all email and phone calls promptly and escalate issues to the proper channels, as necessary.
- Manage expenses and comply with all reporting requirements.
- Other duties as assigned.

Knowledge, Skills, and Experience:

- 2+ years field sales experience including cold calling and strategic selling.
- Previous sales experience in title, mortgage, insurance, or other real estate related industries desirable.
- Home Warranty sales experience highly desirable.
- Excellent communication, negotiation, and time management.

- Self-motivated with ability to work effectively with minimal supervision.
- Proficient with MS Office (i.e. Word, Excel, Outlook).
- Valid driver license and reliable transportation.

Physical Requirements:

This position operates in a hybrid office setting that requires the ability to travel frequently between their home office, events, and client locations.

Analysis of Physical Demands:

Activity	Rarely <1 hour/week	Occasional 1%-33%	Frequent 34%-66%	Constant 66%+
Mobility and Travel: Ability to stand, walk, and move for extended periods while visiting clients, attending events, or riding with their sales staff in the field. Capability to travel frequently, which may include driving long distances and flying. Ability to sit and work in a home office environment.				X
Lifting and Carrying: Ability to lift and carry materials or equipment, such as product samples, promotional materials, or a laptop bag (usually up to 25–30 lbs).			X	
Fine Motor Skills: Adept at using a smartphone, tablet, and laptop for communication and presentations. Ability to handle and manipulate small objects, such as samples, promotional items, or forms.				X
Visual and Auditory Abilities: Strong vision (with or without corrective lenses) to read reports, presentations, and road signs while traveling. Ability to hear and communicate effectively in various				X

environments, including noisy trade shows or client sites. ...				
Posture and Stamina: Ability to stand or sit for long periods, such as during client meetings or conferences. Physical stamina to manage a high-energy schedule, often requiring back-to-back appointments.				X
Adaptability to Weather Conditions: Comfortable working outdoors or traveling in various weather conditions.			X	
Driving Requirements: Valid driver's license and ability to operate a motor vehicle for extended periods. Comfort with navigation and driving in unfamiliar areas.			X	

Travel: Travel is expected for this position.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Note: We fully comply with the ADA and state law and consider reasonable accommodation measures that may enable eligible disabled employees to perform essential functions.

ACKNOWLEDGMENT OF RECEIPT OF POSITION DESCRIPTION:

Employee Name (Print) _____

Employee Signature _____

Date Signed _____