EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Workplace Sales Associate</td>
<td>17706</td>
<td>01/13/2020</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
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<tbody>
<tr>
<td>30 - 40</td>
<td>$20 - $DOE</td>
<td>Various</td>
<td>Various</td>
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<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check - Must be highly proficient in MS Word, MS Excel, MS</td>
<td>Other - Bachelors Degree</td>
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</tbody>
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JOB DESCRIPTION
The Suddath Companies is a multifaceted group of companies that specialize in worldwide corporate employee relocations, household moving, warehouse and logistics management and specialized transportation services.

Why work at Suddath?
You’ll be an important part of the team doing a job with lots lots of variety. Use your customer service skills while you work with a supportive group of people.

What you can expect

- Work in different environments
- Meet people from all walks of life and career paths
- Gain knowledge of our industry and opportunities to develop leadership skills
- Learn move management and warehouse management software
- Receive training on job skills and software applications

Summary:
- Responsible to focus exclusively on the workplace product line and to primarily directly sell local office moving.

Key Responsibilities include:

- Research Local Market and develop a market strategy based on market dynamics and Suddath strengths
- Develop rapport and credibility with the top 10 MAC prospects in the local market and position Suddath for the next sourcing cycle
- Self generate qualified office moving project leads. Directly pursue self-generated leads in a timely manner. Track lead lifecycle and report progress as required.
• Directly pursue qualified leads from the SWS business development department in an effective and timely manner. Track lead lifecycle and report progress as required.

• Effectively identify prospect needs and develop solutions around client needs, goals and objectives

• On average present proposals totaling at least 11.52% of annual production goal every two weeks

• Exceed 33% closing ratio of volume opportunity

• On average close 3.84% of annual production goal every two weeks

• On average have 7 “face on” client contact meetings per week

• Follow proposal and marketing standards to ensure workplace brand consistency

Follow all company standards for RFP, RFI, contracting and pricing requests

Directly present all move plans and pricing proposals in person

Follow training standards to become proficient in the SWS service offering. Intelligently integrate SWS’s offerings into local relationships to achieve market differentiation

Develop and follow a focused local participation strategy for select trade associations

Develop and write clean, clear scopes of work for closed business

Utilize Estimator proprietary software

Actively prepare for and participate in: weekly sales meetings, weekly individual accountability sessions, monthly individual performance reporting, annual performance reviews, annual sales summit

Follow all company standards for comprehensive and effective utilization of Suddath’s CRM application

3 TO 5 KEY SKILL SETS REQUIRED

Qualifications:

• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability preferred or required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential
functions.

Communication Skills:
• Excellent verbal and written communication skills

Relationship, Independence and Presentation Skills:
• Must develop and maintain positive working relationships with internal and external customers. Must demonstrate initiative and be effective working independently. Must also posses and demonstrate excellent interpersonal and presentation skills.

Mathematical and Computer Skills:
• Must be effective working with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

• Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

• Must demonstrate excellent mathematical and administrative skills to ensure accurate pricing, proposal development and record keeping.

• Must be highly proficient in MS Word, MS Excel, MS CRM and Email. Must be proficient with presentation applications (MS PowerPoint and WebEx)

Education/Experience:
• Bachelor’s degree (B. A.) from four-year college or university is preferred

• Two to five years of direct business to business sales experience; experience in office moving, commercial furniture sales, commercial real estate services or project management is preferred.

Language Ability:
• Must possess and demonstrate the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must effectively write reports, business correspondence, and procedure manuals.

• Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability:
• Must possess and demonstrate the ability to define problems, collect data, establish facts, and draw valid conclusions.

• Must be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates and Licenses:
• No certifications needed

Work Environment:
• The work environment characteristics described here are representative of those an employee encounters
while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

Physical Demands:
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 10 pounds.

- Specific vision abilities required by this job include Close vision, Peripheral vision and Ability to adjust focus.

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

- The employee is occasionally required to stand; walk and reach with hands and arms.