



**COMPASS TRANSPORTATION**  
3226 MAYBANK HIGHWAY, SUITE E3  
CHARLESTON, SC 29455

AUGUST 18, 2008

Dear Compass Applicant:

It is with great pleasure that we present to you an opportunity to join the Compass Transportation team. We hope you will find your experience with us challenging and productive – but most importantly rewarding. Prior to your initial interview at our office, we ask that you review the following information and procedures and begin gathering the necessary information needed to complete this process.

***Compass is the Charleston region's best- in -class executive transportation provider. Featuring a modern fleet of vehicles, our attention to detail, point-to-point resources, driver knowledge and training, and superior client service are the benchmarks of the 'Compass Brand.' As a candidate for employment, you will quickly discover why Compass is quickly becoming the livery service provider of choice for discriminating clients. As a growing company with a rapidly expanding client base, we value talented individuals as part of our team. If you value integrity, pride, loyalty, and teamwork as we do – you may be just what Compass is looking for.***

State regulations require a clean driving record and exemplary client facing skills as prerequisites to the interview process. Drivers – at this first office meeting, it is required that you provide the General Manager a copy of your 10-year driving record (available at SCDMV for a nominal fee) as well as a SLED Background Check (mailed to you upon request from [www.sled.sc.gov](http://www.sled.sc.gov)).

Additionally, chauffeur candidates are required to submit proof of a physical examination and drug screening prior to obtaining the City of Charleston Chauffeur's License. Compass will reimburse these costs upon completion of the hiring and training process, which typically takes about a week. Successful candidates can expect compensation for their training time at a rate of \$10 per hour. During this training window, you will also receive a *Compass Transportation Policy Manual*, which outlines in depth the specifics of the position.

It is important to note that at Compass, the best idea is always boss. Do not ever be afraid to ask questions, make comments, or inject your thoughts or experiences into our training process and protocol. We strive to create a dynamic, professional environment – and we welcome you to join us. Attached please find brief descriptions of positions within the Compass organization. Should you have additional inquiries, please contact me directly at 843.324.2358, or contact Clifford Pate, our General Manager at 843.327.9103.

With kind regards,

Jason M. Cronen  
Managing Partner



Compass Transportation – **Office/ Sales Assistant**

Inquiries can be directed to Jason M. Cronen, Managing Partner at 843.324.2358.

**Requirements**

**Education:** Completion of high school degree, GED, or equivalent; some college preferred

**Experience:** 1-2 years of relevant sales and marketing experience in a fast-paced environment; office, data management, and clerical abilities are necessary.

**Skills:**

- Strong client facing skills: a comprehensive knowledge of our business model to help sell Compass services and programs in partnership with Sales Representatives & Managers
- The ability to represent and act on behalf of Compass at business functions citywide including: Chamber of Commerce, Charleston Regional Business Journal, City of Charleston, as well as trade, networking, institutional, and professional organizations
- Strong decision-making abilities and confidence in providing solutions
- Proficiency with business software including MS Office, Excel, and Outlook
- Demonstrating exemplary communication skills both written and verbal when speaking with prospective clients, new account holders, and established client relationships
- A strong and persuasive demeanor so as to generate increased business from existing clients as well as person-to-person referrals
- A passion and enthusiasm for dealing with people of various backgrounds
- Detail oriented and organized with the ability to prioritize tasks – and the dedication to see tasks through until completion including documentation of bi-weekly/ monthly sales calls
- The ability to maintain and manage a large number of target accounts that boost Compass revenue
- Research and information gathering capabilities that allows Compass management to prioritize important events, dates, and new business opportunities

**Attributes/ Characteristics:**

- Presenting a professional image: well-groomed, cordial, confident, punctual, and decisive
- A good listener who can communicate information back to the Managing Partner
- A strong work ethic, a positive demeanor, and trustworthiness towards all aspects of the business
- A strong geographic knowledge of the Charleston Metro Area and surrounding areas
- An insightful, thoughtful, and understanding nature when dealing with clients unfamiliar with the Charleston area
- Confidently promoting trust in your – and the company's abilities.



Compass Transportation –**Professional Driver/ Executive Chauffeur**

Inquiries can be directed to Clifford Pate, General Manager at 843.559.0410.

**Requirements**

**Age:** Compass Transportation prefers a candidate that is 25 years of age or older.

**Education:** Completion of high school degree, GED, or equivalent; some college preferred

**Experience:** Some professional driving experience is desirable, but not required. Strong customer service skills are necessary. A clean driving record with no history of DUI is mandatory.

**Skills:**

- Demonstrates exemplary communication skills both written and verbal; must possess an articulate and thoughtful manner when speaking with clients and partners.
- Strong decision-making abilities and confidence in providing solutions to our clients
- A passion and enthusiasm for dealing with people of various backgrounds
- Detail oriented and organized with the ability to prioritize tasks – and the dedication to see tasks through until completion.

**Attributes/ Characteristics:**

- Presenting a professional image while representing the Compass brand: well-groomed, cordial, confident, and decisive
- An enjoyment of driving, and most importantly, patience when dealing with roadway delays
- A friendly, client-facing attitude with an unwavering commitment to excellent service in all aspects of the business
- A strong work ethic, a positive demeanor, and trustworthiness towards all aspects of the business
- A long-term commitment to Compass Transportation as well as our clients, partners, and team members and the desire to help assist with and expand our client base
- A strong geographic knowledge of the Charleston Metro Area and surrounding areas; a professional attitude when dealing with members of the local hospitality community
- An insightful, thoughtful, and understanding nature when dealing with clients unfamiliar with the Charleston area
- Persuasive and willing to go “the extra mile” when required especially when dealing with difficult situations or customers.
- Confidently promoting trust in your – and the company’s abilities.



Compass Transportation –**Marketing Intern**

Inquiries can be directed to Jason M. Cronen, Managing Partner at 843.559.0410. Please email resumes to [jason@ridecompass.com](mailto:jason@ridecompass.com).

**Requirements**

**Education:** Completion of high school degree, GED, or equivalent; some college preferred. This internship is developed for communications/ business majors.

**Skills/ Qualifications:**

- The ideal candidate for an internship with Compass Transportation demonstrates exemplary communication skills both written and verbal when speaking with prospective clients, account holders, and established partners. In short, you must be decisive and confident with strong client-facing skills.
- A knowledge of the Charleston area is a plus, as our interns will directly help us expand our service offerings and our client base through creative marketing, assisting with sales meetings, and developing personal relationships. A car is vital to this internship!
- Computer skills are also a plus, but you will not use anything more difficult than MS Word, Office, and the internet... so do not worry too much.

**Nature of Position**

- Responsibilities will include some typing, organizational, & light office work, but will primarily focus on developing & implementing a marketing strategy that influences a highly affluent segment of busy local executives and policy makers, as well as business, families, and leisure travelers to the Charleston area.
- Our interns will become familiar with the Charleston Metro Chamber of Commerce; will develop & sustain a relationship with the Visitors Center, local hotels and restaurateurs, and will learn a great deal about the Charleston Metro Area. In short, you will help find ways to grow our book of business as you learn vital skills important to a future in the Charleston business community.

**Learning Objectives**

- Expect to help management design impactful advertising campaigns with an eye on the Charleston tourism and social calendars; expect to be on your toes; and expect to be exposed to potential clients on a daily basis. You will also learn a great deal about logistics and planning. Since Compass Transportation is centered in this community, you will also learn about and work alongside many wonderful not-for-profits during this internship.
- At the conclusion of your time with us, you will be more confident, empowered, organized, educated, detail-oriented, and happy. There is a strong chance of advancement within Compass Transportation following a successful internship.