



POSITION TITLE: Business Consultant

DEPARTMENT: Sales and Marketing

REPORTS TO: Regional Sales Manager

JOB SUMMARY: Sales Consultant is responsible for identifying, qualifying and selling to owners/CEO's of small to medium size companies Progressive's complete professional employment service offering. These services include payroll administration, comprehensive employee benefits, personal and professional human resources, risk management and workers' compensation.

Essential Duties and Responsibilities:

- PES Sales Consultant will be responsible for meeting both corporate and personal production goals as outlined in their individual sales plan.
- Candidate will perform multiple sales tasks – this includes identifying/prospecting for new clients, developing sales plans for existing prospects, closing active prospects and retaining and receiving referrals from current customers all at the same time.

Essential Skills Required:

- Minimum 2 years professional experience with documented success.
- Prior experience in presenting and selling a service or service oriented product is preferred but not required.
- Candidate should have experience in selling to owners/CEO's, purchasing agent and/or final decision maker.
- Sales experience should include cold calling/prospecting over the phone and/or in person.
- Candidate should have excellent needs analysis, presentation, communication and listening skills.
- Individual should have experience in presenting and closing on multiple decision makers.
- Demonstrates the ability to understand a clients needs quickly and develop a successful sales plan to meet these needs.
- Candidate should make a good first impression and can develop trust and relationships quickly.
- Demonstrates commitment to customer service - delivers on promises made
- Individual should possess strong organizational skills, be detail oriented and demonstrate self discipline.
- Candidate should have used or possess computer skills/knowledge which will allow them to use some form of contact management software.



Personal Attributes for Success:

- Demonstrates high level of integrity
- Strong work ethic
- Extremely competitive
- Adaptable – demonstrates willingness to learn/improve
- Tenacious
- Team player
- Highly service oriented
- High ego
- Strong desire for recognition

Education and Experience Required:

- Bachelor's degree preferred

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Progressive Employer Services reserves the right to revise or change job duties and descriptions as the need arises. This job description does not constitute a written or implied contract of employment.

RECEIVED AND ACKNOWLEDGED:

Employee

Date

Witness