Business Outsourcing Consultant
Sales – Lakewood Ranch Agency

Description

Selling human resources outsourcing services and complimentary products by developing new clients and increasing the client base to increase profits to the ABP agency and organization.

- Under general direction and supervision of sales management and within specific quota attainment guidelines for the position.
- Presenting human resources outsourcing products and services to final decision makers and end users to achieve sales goals. Presentations are to be held at the prospect’s work site or virtually as needed.
- Scheduling appointments and visiting potential and current referral sources, specifically: insurance agents, bankers, cpas and b2b sales consultants to secure referrals to end users.
- Prospecting for new clients and new referral sources, utilizing the telephone, email, direct mail, webinars, seminars, social media, prospecting visits, current client visits, or other local marketing programs directed by Sales management.
- Analyzing the prospects’ needs and interests, determining which products are appropriate and referring to the correct outsourcing partner to ensure client satisfaction.
- Completing and submitting accurate new business paperwork, expense reports and weekly activity reports by agreed upon dates set by Sales management.
- Onboard clients, following policies and procedures of outsourcing partner to ensure a smooth transition onto the outsourcing partner service. Expediting the resolution of client problems or complaints to facilitate a positive onboarding experience.
- Projecting a positive image in representing the company to clients and the community to create sales opportunity.
- Attend outsourcing partner meetings to educate on outsourcing products, services and processes.
- Achieving and continually developing technical, competitive and sales skills knowledge to effectively represent the company.
- May be required to travel outside of geographical territory for purposes of attending conferences, training sessions, proposal meetings and other meetings.

Requirements

- H.S. Diploma - Required
- 2 years of experience in Relevant sales/sales management experience or the equivalent combination of education and experience.
- Reliable Transportation
Other Knowledge, Skills and Abilities:

- Ability to communicate with employees at all levels in and out of the organization
- Strong knowledge and understanding of both state and federal employment laws
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Excellent presentation and facilitation skills
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to adapt to a fast paced continually changing business and work environment while managing multiple priorities
- Ability to use technology and common software and web applications, including MS Office and Salesforce.com

WORK ENVIRONMENT/OTHER INFORMATION (Travel required, physical requirements, on-call schedules, etc.)
- Ability and willingness to travel to prospective clients’ sites within United States
- This is a virtual outside sales position (work is done at home office or outside at field)
- Office Share location may be provided for sales meetings, training, etc.
- 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.

Please Note: Advantage Business Partners reserves the right to change or modify job duties and assignments at any time. The above job description is not all encompassing. Position functions and qualifications may vary depending on business necessity.

Advantage Business Partners is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact: ccardenas@abpadvantage.com to request such an accommodation.