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| <u>Job Title:</u> | National Sales Executive, Benefits Administration |
| <u>Department:</u> | Benefits Administration |
| <u>Location:</u> | Cleveland, OH |
| <u>Reports To:</u> | President |
| <u>Revision Date:</u> | 3/30/2011 |

Position Overview

This role is a business development sales position that focuses on selling FSA, HRA, HSA, and COBRA administration products and services to prospective customers, with a secondary focus on upselling existing corporate relationships.

Duties and Responsibilities

- Exceed annual quota.
- Develop sufficient pipeline through consistent outbound activity to ensure quota achievement.
- Initiate then manage the entire sales process including lead generation, sales qualifying, proposal development, negotiations, and demonstrations of products and capabilities.
- Actively and enthusiastically participate on National Sales team.
- Liaise with our Benefit Advisors Network firms to transfer knowledge or offer assistance to them or their customers on an ongoing basis.
- Promote our company, unique culture, product and services at all local, regional, and national trade shows.
- Manage customer database tool to ensure all activity is reported and logged on a weekly basis.
- Contribute to CPI-HR's business development strategy and strategic plan.
- Assist the marketing department in lead generation and product positioning activities.

Other Duties and Responsibilities

- Liaise with implementation and operations teams as needed to ensure effective transition of customer.
- Develop own pipeline through several concurrent activities as well as leverage company and web generated opportunities.
- Learn in detail our operations and implementation methodologies to ensure a productive sales process.
- Pass and receive leads to and from the Payroll/HR sales team and the Benefits Producers.

Requirements

- Experience – Three to five years minimum experience in selling one or more of the following products: FSA, COBRA, HRA, HSA.
- Education - Associate Degree in Business or related field.

Other Skills/Competencies

- Disciplined work ethic
- Detail oriented
- Smart
- Effective oral and written communication skills
- Excellent interpersonal skills
- Computer literacy in Microsoft Office products
- Organized
- Intuitive
- Self-motivated
- Proactive

To apply for this position [CLICK HERE](#).

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, to fulfill the ongoing needs of the organization.