



<b><u>Job Title:</u></b>	National Sales Executive, Payroll/HR
<b><u>Department:</u></b>	Payroll/HR
<b><u>Location:</u></b>	Open territories: Greater LA Area, San Francisco Bay area, Cleveland, OH, and Columbus, OH.* <i>*Will consider other large cities for right candidate.</i>
<b><u>Reports To:</u></b>	President
<b><u>Revision Date:</u></b>	3/30/2011

### Position Overview

The National Sales Executive will be responsible for selling Payroll/HR 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.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Initiate then manage entire sales process including lead generation, sales qualification, proposal development, negotiations, and demonstrations of products and capabilities.
- Liaise with our Benefit Advisors Network—Smart Partners®—to transfer knowledge or offer assistance to them or their customers on an ongoing basis.
- Promote the company at all local, regional, and national trade shows.
- Manage CRM tool to ensure all sales activity is accurately captured on a weekly basis.
- Contribute to CPI-HR's business development strategy and strategic plan.

### Other Duties and Responsibilities

- Liaise with implementation and operations teams as needed to ensure effective transition of customers.
- Learn in detail our operations and implementation methodologies to ensure a productive sales process.
- Refer and receive leads from other functional sales teams and Benefits Producers.

### Requirements

- Experience – Five years minimum experience in selling Payroll/HR/Tax Filing Administration.
- Education - Associate Degree in Business or related field.
- Additional Experience – Previous experience selling to mid market audience.

## Other Skills/Competencies

- Disciplined
- Detail oriented
- Effective oral and written communication skills
- Excellent interpersonal skills
- Computer literacy
- Organized
- Self-motivated

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.