



## **Job Description: Sales Representative**

**Location:** San Francisco, CA

**Department:** Sales

**Reports to:** Regional Sales Director

### **Overall responsibility**

Sell to and manage new business territory prospects for Benefit Resource, Inc.'s pre-tax benefit solutions - Consumer Driven IRC Sections 125, 105(h) and 132(f) Plan services.

### **Key areas of responsibility**

- Obtain (at a minimum) assigned quota
- Manage assigned territory
- Follow described sales processes
- Ensure & submit proper, accurate, timely and complete sales and service orders
- Be able to demo our product/services on-line
- Oversee proper implementation and 'hand-off' of client from sales to services
- Ensure appropriate level of industry and competitive knowledge
- Effectively respond to Request for Proposals/Information (RFP/I)
- Attend and prospect assigned shows and seminars
- Support Sales Executive's directives and efforts

### **Main Interaction with**

- Territory prospects & clients
- Sales force
- Support departments – Client, Processing, Participant, IT & Administration
- All department managers

### **Qualifications (minimum of 3-5 years experience)**

- Demonstrated history of proven quota success
- Minimum of 3-5 years prospecting, developing and closing opportunities for new named business
- Sales background in selling outsourced or software solutions in the benefits and/or payroll/human resource industries
- Prefer job experience with an HRMS (Payroll/Benefits/HR) service bureau (e.g. ADP, Ceridian, Paychex)
- History of successful territory management
- Experience with remote management & company support
- Ability to communicate industry, product & technical information to non-technical audience
- Proven ability to effectively sell to manager and 'C-Level' decision makers





- Experience with Sales Force Automation software
- Good organizational skills
- Team player attitude and efforts
- Proficient with administrative software (e.g. MS Word, PowerPoint, Excel)
- Multi-lingual is desirable
- Bachelor's degree or equivalent work experience.

We offer an industry-leading compensation and benefits package, including:

- Competitive base salary
- Uncapped commissions
- Comprehensive benefits package that starts on your first day of employment
- State-of-the-art sales automation tool
- Field and remote support infrastructure and equipment (e.g. phone, laptop computer)
- Advancement opportunities for outstanding performers

Benefit Resource, Inc. is an Equal Opportunity Employer and believes that diversity leads to strength.