



## **Job Description: Sales Representative**

**Department:** Sales  
**Reports to:** Regional Sales Director

### **Overall responsibility**

Sell to and manage new business territory prospects for the Benefit Resource, Inc. pre-tax benefit solutions - Consumer Driver 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 online.
- 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 organization 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.