

Sales and Development Managers RESPONSIBILITIES

The following is a range listing various responsibilities for this position; however it is not to only the tasks listed below:

SALES:

- Generate leads for new prospective HiHR clients for the following services:
 - Professional Employer Organization (PEO) Services
 - Administrative Services Organization (ASO) Services
 - Payroll Only Services
 - Accounting Services
 - Staffing and Recruiting Services
- Follow up on new leads and referrals resulting from field activity
- Obtain and procure required documentation for HiHR to properly underwrite and provide proposals and presentations to prospective clients:
 - Employee and Payroll Information
 - Workers' Compensation
 - Health Benefit information
 - State Unemployment
 - Various Insurance Related Information
 - General Company Information
- Prepare and make presentations to prospective clients for services
- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made
- Develop and maintain sales materials and current industry knowledge
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals

ADDITIONAL RESPONSIBILITIES:

- Participate in marketing events such as seminars, trade shows, and telemarketing events

JOB SPECIFICATIONS:

- Proficient in Microsoft Excel, Word, PowerPoint and Outlook
- Ability to persuade and influence others
- Strong interpersonal and communication skills
- Absolute discretion in handling sensitive company, client and personal information and materials
- Required to maintain a professional appearance and providing a positive company image to the public
- Work requires significant local travel to current and potential clients
- Work requires willingness to work a flexible schedule and occasional overnight travel