



## **REGIONAL SALES ASSOCIATE – PEO SERVICES**

Reports to: National Sales Manager  
Direct report(s): NA  
Location: Regional Branches  
FLSA status: Exempt

Employers Resource, a nationally recognized PEO, is seeking several highly motivated sales professionals in the following regional branch locations: Anaheim, Boise, Dallas, and Raleigh. A family owned business, founded in 1985, we provide administrative personnel functions to a wide variety of clients in construction, industrial, medical, professional and clerical fields. We have a fast paced and energetic environment. Our team has the sincere desire to make a difference in the lives of our clients and their employees.

### **SUMMARY**

The Sales Associate reports directly to the National Sales Manager and is part of a team of Sales Associates located in various regions across the United States. While preparing RFPs and assisting clients, they will work closely with each of the following departments: benefits, operations, client service, underwriting, and workers' compensation. Each Sales Associate's goal is to expend his or her best effort towards the pursuit, development, and attainment of client accounts for the Company's benefit. This is a base salary (based on experience) plus residual commission position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Generate sales leads through cold calls, networking, and referrals
- Research and solicit prospective clients
- Ensure accurate, timely, and professional responses to all prospects
- Prepare RFPs
- Assist clients with the provided services either directly or through developed partnerships
- Work with various departments to develop and deliver concise and effective presentations and communications for prospects and clients
- Professionally represent Employers Resource by treating others with dignity and respect
- Minimum travel throughout the region

### **QUALIFICATIONS**

#### General

- Proven history of successful sales results
- Exceptional work ethic, willing and eager to succeed
- Problem resolution skills as it relates to business relationships
- Ability to listen, as well as being a great communicator with excellent presentation skills
- Confident, motivated, and positive personality
- Experience making cold calls, exceptional telephone skills including appropriate business phone etiquette
- Ability to build and maintain strong business relationships

- Strong computer and internet skills
- Must have reliable transportation and a valid driver's license

#### Education and/or Experience

- 5 years of B2B sales experience and previous business ownership preferred
- PEO experience a plus

#### Physical Demands

- Dexterity of hands and fingers to operate a computer keyboard.
- Ability to sit for extended periods of time.
- Ability to lift and carry up to ten pounds.
- Ability to see for purposes of reading printed material.
- Ability to hear and understand speech at normal levels.
- Ability to speak so others will be able to clearly understand a normal conversation, both in person and over the telephone.

Send cover letter and resume to [jobs@employersresource.com](mailto:jobs@employersresource.com)