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## PAYROLL OUTSIDE SALES REPRESENTATIVE JOB DESCRIPTION

**TITLE:** Sales Executive

**DEPARTMENT:** Sales & Marketing

**REPORTS TO:** Sales Manager

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### Overview

If you're looking for a sales position that rewards initiative, adaptability, and teamwork — we're looking for you. At Choice Payroll, we take pride in the achievements of our salespeople and are committed to your development both personally and professionally. We invite you to consider building your sales career with us.

Choice Payroll is based out of Atlanta, Georgia and specializes in tailored Payroll and Human Resource solutions to meet the individual needs of small and medium size businesses. Our humble beginnings started in 2001 as we grew out of an accounting firm that was tired of the mediocre service within the industry and wanted to make a difference. Today, thanks to our loyal customers, strategic partners and award winning dedicated payroll support, Choice Payroll is one of the fastest growing payroll companies in Atlanta. We are always seeking energetic, confident, and competitive individuals to join our team and help fuel our growth.

### Position Summary

We are currently seeking an Outside Sales Executive to market a full suite of Payroll and Human Resource services to businesses in the Atlanta market. The Sales Executive will be responsible for building relationships with local banks and CPA's through breakfasts, catered lunches and entertaining to create referral sources while also engaging in a strong degree of direct prospecting through cold calling, foot canvassing and current client prospecting. The Sales Executive will be in a highly consultative role as they meet with potential clients and be responsible for developing a full set of solutions to meet their business needs.

The Sales Executive will receive a competitive base salary plus commissions and bonuses that will allow first year reps to make \$60s - \$75k and second year reps to make much more. A car and cell phone allowance as well as expense reimbursements will also be provided. Competitive benefits package is also available. No cap on commissions!



### **Essential Duties and Responsibilities**

- Selling Payroll Services and HR solutions such as Workers Compensation, Time & Attendance systems, Human Resources, and Employee Benefits.
- Develop referral relationships with CPAs, Banks, and Financial Advisors within a protected geographic territory through breakfasts, catered lunches, and entertaining.
- Prospect small and medium sized businesses to sell payroll and human resource products and services through cold calling, foot canvassing, and networking.
- Cross-selling to existing base of clients.
- Attend weekly networking activities.
- Set several sales appointments weekly with necessary decision makers.
- Provide product demos and initial training to new clients
- Enter new customer data and other sales data for current customers into computer database.
- Emphasize salable features, quote prices and prepare sales contracts.
- Travel to and attend Trade shows (possibly one or two per year).

### **Minimum Qualifications (Education, Experience, Skills)**

- Bachelor's Degree in business, science or other related discipline.
- At least one year of sales experience in a quota driven position preferred.
- Cold calling experience a plus.
- Excellent work ethic and self starter.
- Excellent organizational, planning, and prioritization skills.
- Ability to influence and persuade to achieve desired outcomes.
- Strong analytical, problem solving, and negotiation skills.
- Excellent oral and written communication skills.
- High level of professionalism required.
- Strong willingness to prospect on the phone and in person
- Relationship building ability to work with Accountants and other financial professionals.
- Proficient with PC and Microsoft Office products.