



Job Description

Job Title: Business Consultant
FLSA Status: Exempt
Department: Business Development
Reports To: Director of Business Development
Direct Reports: None
Approved By: Primary Solutions & Insperity's Human Resources Departments
Approval Date: ##/##/####

Summary: Present Company in a positive manner to the public as well as to coworkers. Expected to promote our company and products using all appropriate resources. Responsible for all sales activities in assigned regions, and is expected to manage quality and consistency of product and service delivery through the initial implementation of our products.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Present and sell company products and services to current and potential clients.
2. Contact and maintain relationships with sales prospects and current clients.
3. Prepare sales presentations and proposals.
4. Identify and resolve or pass client concerns to Software Support department as needed.
5. Prepare sales status reports as needed.
6. Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
7. Work with Support team to schedule and facilitate Implementation meetings and hand-off to support after sales completion.
8. Participate in marketing events such as seminars, and trade shows including "after work events"
9. Work with Business Development Team to develop and maintain sales materials.
10. Conducts surveys, participate in user groups, and work with the Business Development and the Support Team to gauge customer reaction to current and new product concepts.
11. Evaluates market reactions to advertising programs to ensure the timely adjustment of marketing strategy and plans to meet changing market and competitive conditions.
12. Coordinate trainings on new products and upgrades for Business Development Team.
13. Provide initial training to new sales employees.

Other Responsibilities:

1. Uphold mission, vision, and values of primary solutions
2. Contribute to a positive company culture
3. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.



Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office Suite, Email, Social Media, Primary Solutions Software Products, Advisor, Gatekeeper, Infal, OhioDD.com.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

No supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to sit, and talk or hear. The employee is regularly required to use hands to finger, handle or feel. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Color vision, and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Printed Name



Employee Signature

Date

Supervisor Signature

Date