



**Job Title:** National Account Executive

**Department:** Sales and Account Management

**Supervisor:** Chief Revenue Officer

**Location:** Remote Position

**Core Value Summary:**

As an AccuSourceHR staff member it is important that you embrace our company core values:

- All-In!
  - “All-In” means we are always a team player, working toward the betterment of the Company. We put the group’s needs before our own and give 100% all the time!
  - At AccuSourceHR we know we are “All-In” because when a team member is on the job – it always gets done! We see projects through to the end while always asking, “What else can I do to get this done?”
- Solution Driven
  - “Solution Driven” means we always strive to solve a problem or resolve an issue. We think outside the box and don’t get tied down with, “but this is how we’ve always done it...attitude!”
  - We are not afraid to make a mistake because we trust team members have our back. Daily, we each look for opportunities to make things easier for our clients, co-workers, consumers and our business partners.
- Customer Obsessed
  - “Customer obsessed” means we are always listening to our customers and continuously personalize the customer experience to meet a client’s need.
  - We empower our employees to deliver great service.
  - We answer customer phone calls and emails, responding quickly to customer questions and issues.
  - We are professional and friendly all the time even when a customer is not so friendly.
  - We track customer satisfaction and continuously work toward turning new customers into life-long advocates for our services. We are not satisfied with a customer just liking us...we want all our customers to “love us”.
- Accountable – Do what you say!
  - “Accountable – Do what you say!” means we always walk the talk. If we say we are going to do something we follow-through and do it no matter how small or large the task. There is a saying, “How we do something is how we do everything”.
  - To be truly accountable one person must own the activity, task or project. We show accountability by taking responsibility for our job duties, achieving our defined metrics and openly sharing our results.



### Key Responsibilities:

- **Field Sales:** Supports sales development within designated geographic territory region and manages sales process (needs assessment, proposal and close).
- **Business Development:** Develop and qualify leads, phone prospecting, setting up appointments, preparing and presenting sales proposals, closing deals. Actively and aggressively prospects for new customers by generating new leads; turns potential leads into sales results. Develops a database of qualified leads through referrals, telephone canvassing, social media networking, email, and direct networking. Participates in sales processes and functions to include proposals, trade shows, networking, presentations, meetings, etc. Consistently achieves proven and sustained sales results.
- **Client Account Management:** Actively identifies customer needs and ensures profitable solution-based selling to increase revenues and create value added customer relationships. Transitions new business from sales to account management in effective, efficient manner. Ensures smooth, seamless on boarding of new customers or customer processes. Effectively manages customer relationships that ensure continued contract renewals. Works with account management; identifies, and follows all customer complaints, concerns or issues through to successful resolution. Aids sales team members in client issue resolution as needed.
- **General:** Completes assigned sales reports and related tasks in an accurate and timely manner. Sets high expectations for goals and performance measures for meeting/exceeding individual assigned goals. Effectively communicates at all organizational levels. Maintains accurate records of all sales and prospecting activities including sales calls, presentations, closed sales, and follow-up activities in CRM (Salesforce). Demonstrates technical selling skills and product knowledge in all areas that allows effective web-based presentation of our online system. Complete understanding of pricing and proposal models. Adheres to all company policies, procedures and business ethics codes and ensures they are communicated and implemented within the team. Maintains professional internal and external relationships that meet company core values. Protects Company proprietary and confidential information in accordance with Company confidentiality policy and corporate information security policies and procedures. Other duties as assigned.

### Qualifications/Requirements:

- Minimum 3-5 years of relevant experience in a B2B outside sales role in employment screening, HR services or HR technology industries where annual contract revenue commonly exceeded \$25,000 to \$250,000 and target company staff counts exceed 500+ employees
- Bachelor level or higher college degree is preferred, not required
- Proven and sustained track record of exceeding sales goals for a minimum 2 years with a single organization
- Strong organizational skills

- Exceptional presentation skills, written and verbal skills and strong listening skills
- Ability to provide a consultative sales approach
- Excellent interpersonal skills to understand the operational/client need and ability to communicate proposed solutions. Excellent negotiation skills to sustain sales process and win new contracts.
- Possess adequate employment services industry and technical knowledge to communicate effectively with a variety of industry groups. Strong understanding of customer and market dynamics.
- A strong customer focus; commitment to delivering quality solutions and maintaining effective customer relationships. High drive for both internal and external client satisfaction.
- Motivation necessary for achieving or surpassing objectives; passion for improving delivery of services with a commitment to continuous improvement. Self-starter/self-motivated; driven to exceed established goals.
- Ability and willingness to develop new skills sets required to effectively support continued Sales functions, including mastering of relevant processes and software. Continued proficiency in all Microsoft Office programs.
- Ability to function independently, solve problems and contribute as an effective team member. Prior experience in working in a home office environment required.
- Ability to maintain confidentiality of sensitive information.
- Ability to work under tight deadlines and multi-task.

**Benefits Include:**

- Work with a great team of like-minded thinkers who are driven to deliver for our customers
- Medical, dental and life insurance – company contributed
- Flexible Spending Account
- 401(k) Plan
- Paid holidays, sick time and accrued paid time off (PTO)