

Job Title:	National Account Manager	Revision Date:	October, 2014
Incumbent:		Department:	Sales
Location:	Cincinnati, Ohio	FLSA Status:	Exempt
Supervisor:	Business Development Manager		
Supervises:	N/A		

JOB SUMMARY

Reporting to the Business Development Manager, this position is responsible for developing new business and expanding existing business. The HR ProFile National Account Manager understands the “culture of calling” and is energetic, outgoing, and dedicated to achieving results. He or she has a sense of urgency and is very comfortable working in a team environment. He or she is detailed oriented and has a minimum of 3-5 years in a business to business selling environment. With assistance from the broader HR ProFile team, the incumbent will hunt for new business, present the company’s services, respond to RFP/Qs, close new business, and grow the account base.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Develop new business and expand existing business

- Proactively seek and develop new business opportunities. Educates prospective customers by promoting extensive services offerings while strengthening and expanding current client relationships.
- Responsible to generate a minimum of \$250,0000 in sales per year
- Uses the phone for at least 4 hours per day making 50 outbound calls daily.
- Establishes, develops and maintains business relationships with current customers and prospective customers across the U.S. generating new business for HR ProFile.
- Develop and implement sales strategy to identify prospects and key decision makers within the company’s target accounts; contact/qualify prospects to produce actionable opportunities; makes telephone calls, in-person visits and presentations to existing and prospective customers
- Develops, produces, and delivers clear and effective written proposals, quotations, and presentations

- Responsible for developing and executing a strategy to meet revenue targets
- Helps to ensure premier customer satisfaction and account retention while being able to identify and capitalize on new revenue generating opportunities; expedites the resolution of customer service issues if necessary; supplies management with oral and written reports on customer's needs, problems, interests, competitive activities, touches, and potential for new products and services.
- Maintain an ongoing contact database and report sales activities and performance measures against goals
- Coordinates sales effort with marketing, sales management, accounting, customer service, and vendors.
- Keep up on market conditions, competitive activities, marketing trends and changes in service delivery.
- Understand when to bring in resources to achieve sales results
- Participates in networking events/groups, trade shows, and association meetings.

2. This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

QUALIFICATIONS:

Education/Experience

Bachelor's degree

Inside sales experience

A minimum of three (3) years in a business to business selling environment