

Business Solutions Liaison Job Description

Accountability

Reports to the President of Precision Management Institute

Marketing Job Title

Business Solutions Liaison (BSL)

Scope of Responsibilities

Under limited supervision, the BSL develops new business opportunities for Precision Management Institute's PMI Solutions division, as well as increases positive awareness of the company within the business and government community. This position also acts as a resource to new and seasoned Corporate Advisors through mentoring activities and facilitating and conducting training sessions. PMI's management team will assist with presentation development, key sales, and client meetings. Business Solutions Liaisons are expected to expand and service an assigned account base, work to balance the interests of our company, establish long-term business relationships, and create new business opportunities for PMI.

Specific Duties

Network to develop new business opportunities

Develop proposals with PMI Management team

Provide sales/business forecasts

Manage existing client relationships

Participate with Mgmt Team in developing and implementing sales strategies

Make regular sales calls with key accounts

Keep abreast of changes/updates in product lines and trends within the market place through training and other sources

Follow up with sales orders and assist with resolving discrepancies

Job Requirements

- Successful sales and/or marketing experience highly preferred. Experience leading, guiding and directing others in a training and/or sales environment is also preferred.
- Strong organizational skills as well as persuasive oral and written communications skills
- Financially motivated, self-starter who possess a positive attitude and a desire to be part of a performance driven environment
- Basic Computer and Internet Skills a must
- Reliable transportation, valid driver's license
- May be required to pass a background check and be fingerprinted to obtain security clearance.
- Must have the ability to professionally and effectively deliver presentations to small and large groups.
- Must possess a high level of problem-solving and interpersonal communication skills to accurately convey information and increase positive awareness of the organization, as described above.
- Proven ability to work independently and manage multiple tasks efficiently and effectively.
- Must possess a valid driver's license and proof of insurance as local travel is generally required.
- Willingness to travel (possibly as much as 2-3 weeks/month).

Ideal Candidate:

The ideal candidate is an individual who will bring an energetic entrepreneurial spirit to a growing company. This individual has some college experience and proven success in sales and account management in the retail merchandising or related industry and can provide expertise for strategic business development. This individual must thrive on achievement and enjoy working in a client focused growth oriented company.

Company: Precision Management Institute

Compensation: Commission

Work Hours: N/A

Work Schedule: Full Time

FLSA Status: Exempt