**POSITION TITLE:**

Solution Specialist

**JOB PURPOSE:**

TMS is searching for the next…Strategic Sales Executive for Time and Payroll Sales.

**ESSENTIAL FUNCTIONS:**

* Work with defined geographic territory to close sales, win business, and reach sales goals.
* Close sales by recommending the right solutions to help our clients understand the real needs of their business.
* Possess strong knowledge of Time Management Systems products and services to identify customer needs.
* Document each call as per company and departmental policies and procedures.
* Earn referral business by connecting with existing and soon-to-be clients, and forging partnerships in-person and over the phone with key decision makers.
* Demonstrate an aptitude for sales, be able to ask for the next meeting and suggest additional products or services to increase customer satisfaction and revenue.
* Apply a positive customer service attitude in interactions with all customers. Be able to establish a positive rapport.
* Be patient and understanding in all customer interactions.
* Communicate effectively and professionally in all forms of communication with internal and external customers.

**ADDITIONAL FUNCTIONS AND RESPONSIBILITIES:**

* Function as an effective team member while supporting the efforts and concepts of other departments.
* Support the mission, vision, and values of Time Management Systems.
* Apply personal ethics, honesty, initiative, flexibility, responsibility and confidentiality in all areas of responsibility.
* Possess an enthusiastic, energetic, self-motivated, and detail-oriented approach towards work.
* Possess strong problem solving and decision-making skills while using good judgment.
* Multi-task and change from one task to another without loss of efficiency or composure.
* Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
* Identify opportunities for improvement while creating and implementing viable solutions.
* Actively follow Time Management Systems’ policies and procedures.
* Perform other duties as assigned.

**EXPERIENCE AND EDUCATION:**

* Bachelor’s Degree
* Three or more years of business-to-business sales experience within a results-driven environment.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

* The employee is occasionally required to reach with hands and arms, stoop, kneel, or crouch. The employee may occasionally lift and/or carry loads of up to 35 lbs.
* Employees may be required to work more than 40 hours per week and other than normal business hours, such as holidays, evenings and weekends as business demands.
* The employee will work from home and will travel to potential clients when need be.
* The employee must live in the state of Florida.

**REPORTS TO:** VP of Sales **WAGE TYPE:** Exempt

**WORK GROUP:** Sales

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills

required for the job.

**Time Management Systems will make reasonable accommodations in compliance with the Americans with Disabilities Act.**