

Talent Management Sales Executive

Posting Code: VO133

Overview

PAQ Services, Inc. is an Indiana corporation, now located in the state of Washington, that has engaged in US job analyses since inception in 1974, creating a unique database and library of work in America. Under license from **ERI Economic Research Institute**, it manages the **eDOT Skills Project** at www.paq.com so that an **enhanced Dictionary of Occupational Titles (eDOT[®])** is now available (in the form of the **Occupational Assessor** marketed by ERI). To our knowledge, **eDOT** is the only known replacement for the abandoned US 1991 Revised DOT. PAQ also supports subject matter expert field job analyses via online scoring of both the old PAQc Questionnaire and the new 300 question PAQe complement to **eDOT**. The majority of PAQ's business relates to the online scoring of PAQ Questionnaire measures input by subscribers' employed field job analysts. Other revenue derives from leasing the eDOT Skills Project databases and sales of mini-reports via the Internet. PAQ provides training to client personnel to assist them in becoming job analysts skilled in PAQ techniques and questionnaires, along with online certification and continuing education via www.eridlc.com, the **ERI Distance Learning Center**, which it operates jointly with ERI Economic Research Institute. PAQ also sells questionnaires and materials and derives some shared revenue from the sale of **ERI's Occupational Assessor (eDOT/eDOT+)**, Professional and Consultant Editions respectively. The former is used for FLSA overtime estimations and the latter by subscribers engaged in the disability determination process. PAQ also manages the SalaryExpert.com web site and its Premium Reports as well as the Global Salary Calculator[®] software and databases. PAQ is privately-held and provides no fee-for-service consulting.

Marketing & Sales

Position Title:

Talent Management Sales Executive

Reporting to:

Talent Management Director

Incumbent

Open

Location:

Virtual offices

Primary Job Duty:

- ❑ Makes sales calls to prospective customers culled from opt-in sales lists and effectively presents PAQ's Talent Management application with intent to sell the service.

Other Job Duties:

- ❑ Makes the necessary sales calls and presentations required to successfully sell the Talent Management application and, when opportunity arises, explains and sells other aERIE products.
- ❑ Prepares scripted telephone sales presentations.
- ❑ Presents the Talent Management application through web-based demonstrations.
- ❑ Generates sales leads and initiates cold calls from customer referrals.
- ❑ Conducts marketing surveys to find sales prospects.
- ❑ Builds new relationships and maintains existing ones throughout the sales cycle.
- ❑ Provides subscriber support.

Other Responsibilities:

- ❑ Becomes familiar with the Talent Management application and provides product enhancement suggestions to the Product Manager.
- ❑ Prepares marketing/sales/call/description progress report spreadsheets.
- ❑ Light administrative duties.

Skills/Qualifications:

- ❑ Previous experience in sales and/or telemarketing.
- ❑ Experience in Human Resource/Compensation related organizations highly preferred.
- ❑ Excellent communications skills needed.
- ❑ Strong telephone skills.
- ❑ Proficiency in Microsoft Windows, Excel, and Word.

- ❑ Proficiency in typing, email, and PC functions.
- ❑ Ability to sell products and close a sale.
- ❑ Ability to research/prioritize/multi-task/problem-solve.
- ❑ Detail oriented with a focus on accuracy.
- ❑ Enthusiastic team player, but also capable of working independently.
- ❑ Strong listening skills.

Site/Time:

- ❑ Monday through Friday in virtual office – 3:00 AM to 6:00 PM (PST), flexible hours within this time frame.

Compensation:

- ❑ Competitive salary with health, life, dental, vision, disability benefits, and a 401(k) plan.

Contact:

- ❑ Email your resume to jobs@paq.com – fax: 360-733-5550 – mail to PAQ, 11 Bellwether Way, Suite 107, Bellingham, WA 98225