**Title:** Client Relations Specialist – must reside within NC or VA and be within 3-hour drive of Wake County, NC.

**Job Summary:** We are seeking an individual who is self-motivated and possesses a strong work ethic. This individual should be a competitive, sales-minded person that will help us expand our business by actively seeking and acquiring new clients in our defined market by identifying clients' needs and presenting viable solutions that are both creative and cost-effective to address those needs. The ability to formulate strong relationships to ensure growth and retention is a must.

**Essential Functions and Responsibilities:** The main responsibilities of a Client Relations Specialist revolve around the ability to network, build relationships with existing clients, and persuade others to purchase products and services. The efforts and responsibilities associated with this position are critical for driving sales revenue, client retention, increasing market credibility, and delivering value to our customers by:

* Using networking strategies to create a rapport with potential clients to generate engagement (may include cold calling, scheduling appointments, onsite visits, email outreach campaigns, attending conferences, etc.)
* Identifying prospective customers, lead generation, and conversion
* Being knowledgeable about our products and services and delivering presentations to client leaders or elected board members explaining those products and services, as necessary
* Contacting new and existing customers to discuss needs and emphasizing the features of products to highlight how they solve customers’ problems
* Demonstrating good judgment in solving problems as well as identifying problems in advance, and proposing solutions
* Responding to requests for proposals (RFPs), as necessary
* Analyzing business requirements, customer needs, and providing a consultative approach to clients to design employee benefits packages
* Ensuring prompt and consistent delivery including closed-loop communications with all internal/external parties
* Working closely with the sales team to negotiate prices and terms and prepare sales agreements
* Maintaining contact lists and following up with customers to continue relationships

**Essential Skills and Qualifications:**

* Proven experience as a sales representative with 5+ years’ experience
* Exceptional presentation and interpersonal skills
* Experience delivering client-focused solutions
* Ability to interpret, present, and recommend proposals and renewals
* Knowledge of local government politics
* Knowledge of North Carolina, South Carolina, and Virginia markets
* Goal-oriented and accountable to achieve results
* Proficiency with computers and Microsoft Office 365 Suite
* Excellent organizational skills
* Ability to self-motivate and self-manage
* Excellent communication and critical thinking skills
* Ability to create long-lasting relationships
* Strong work ethic and enthusiasm for new challenges
* Must possess or be able to secure a Life and Health License
* Valid Driver’s License
* Daytime travel is required throughout our operating territories (NC, SC, VA) with frequent overnight stays to accommodate client meetings and/or conference attendance, as necessary

**Competitive compensation and benefits included**