

Example Overview

The example below is for a sales person who is selling financial service products. About 75% of his/her time is spent in the office and the other 25% is out on the road making presentations to customers. The job requires a Certified Financial Planners designation and requires heavy duty lead generation.

Job Title: Financial Planning Sales
Classification: Full Time Exempt Employee
Department/Division: Financial Product/ Western Regional
Location: Orange County California
Pay Grade: Level IV (Base + Commission)

Job Requirements

A. Summary of Position

Researches and identifies target client sectors for financial product services. Develops and implements a sales process to include initial contact, follow up, presentation and closing procedures. Maintains records of contacts and sales status including contact reports, sales projections and quota ratios.

B. Job Duties

- 1) Research and Create targeted new client lists within Orange County California territory
- 2) Makes initial contact with potential clients
- 3) Performs routine and regular follow up with potential clients
- 4) Performs routine and regular follow up with former clients
- 5) Visits potential clients and makes sales presentations
- 6) Closes sales
- 7) Maintains regular record reporting sales activity

C. Computer Skills and Software Used

- 1) Windows operating system
- 2) MS Office including Word, Excel and PowerPoint
- 3) Constant Contact or other Customer Relations Management Software

D. Reporting Structure

- 1) Reports to regional sales manager
- 2) Has nobody directly reporting to this position
- 3) Required to participate in Annual Sales Meeting

Employee Requirements

A. Education and Training

- 1) Bachelor Degree in business, finance or accounting or 5 Years experience and High School Diploma. Bachelors Degree Preferred
- 2) ABC Financial Planning - Level 3 or higher (Fictional)

For more information about the hiring process visit [Staffing & Recruiting Essentials](#)

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Fair Employment Strategies in Human Resource Management Richard S. Barrett, 1996-10-21 This work presents procedures to select job applicants and predict their success It aims to help executives reduce adverse impacts on minorities women disabled and older workers while providing them with the means to develop evaluate and participate in the litigation of employee selection

Assessment and Selection in Organizations, International Handbook of Selection and Assessment Neil Anderson, Peter Herriot, 1997-07-07 This is a book for human resource professionals academics researchers and independent consultants who are engaged in assessing other people at work It places assessment in its political economic social and organizational context and provides a critical guide to emergent issues in both research and practice The contributors to the book originate from countries in Europe North America and Asia and provide a vital perspective for the rapid international developments in selection and assessment in the 1990s and beyond

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Comprehensive Handbook of Psychological Assessment, Volume 4 Jay C. Thomas, 2003-09-18 In one volume the leading researchers in industrial organizational assessment interpret the range of issues related to industrial organizational tests including test development and psychometrics clinical applications ethical and legal concerns use with diverse populations computerization and the latest research Clinicians and researchers who use these instruments will find this volume invaluable as it contains the most comprehensive and up to date information available on this important aspect of practice

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