

HEALTH PAYMENT SYSTEMS

JOB DESCRIPTION – March 2019

Title: Director, Sales

Reports To: Chief Strategy Officer

Employment Status: Full time

FLSA Status: Exempt

Position Summary:

The Director of Sales is responsible for developing strategic sales plans based on company objectives that will promote sales growth and customer satisfaction for the organization. This position is additionally responsible for the sale of the organization's products in a specified region or major geographical area and provides ongoing support to the product distribution channel.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stratifies and prioritizes distribution channels
- Builds and maintains solid, trusting relationships with brokers/consultants and Third-Party Administrators
- Develops annual sales plan in support of organization strategy and objectives
- Effectively communicates HPS brand in the marketplace
- Ensures communications are coordinated with the Customer Engagement team and effectively supports sales plan objectives
- Develops and manages sales budget
- Assists with the development of marketing materials
- Identifies new outside business partners and delivers sales orientation and training programs
- Assists outside business partners with contract negotiations, closing the sale, and developing marketing plans for contract accounts
- Recommends sales strategies based on market research and competitor analyses, and manages multiple channel selling strategies

- Participates in education and training conferences on selling and marketing programs, and attends trade shows
- Other duties as assigned.

Competencies:

- Problem Solving/Analysis
- Comprehensive understanding of self-funding
- Relationship management
- Works independently
- Thinks strategically
- Results Driven
- Customer focus
- Communicates effectively
- Attention to detail
- Demonstrates initiative

Education/Experience:

- Undergraduate degree or equivalent experience
- 7+ Years of Client Engagement or Sales experience
- Healthcare experience, ideally working with self-funded employers, is preferred

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position operates in a professional office environment and requires travel to current and potential outside business partners. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and cell phones. This position requires travel. Most travel is within the local area and is not typically overnight.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in this office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Communicate verbally
- Hear to answer phones, interact with others

- Walk occasionally around the office to perform job duties
- Sit at desk to perform duties
- Use fingers to manipulate keyboard and telephone
- Close vision and ability to adjust focus to read and work on computer.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

Health Payment Systems is an Equal Opportunity Employer. It is the policy of Health Payment Systems to extend equal employment opportunity to all applicants regardless of sex, race, color, marital status, physical or mental disabilities, religious belief or national origin or any other basis prohibited by federal, state or local law.