



Position: Account Representative (In Office Position)

Reports To: Branch Manager / Recruiting Manager

About Synerfac:

- Synerfac is in the business of providing opportunities and adding value. We strive to create extraordinary experiences:
  - For our clients – we provide staffing services that enable them to focus on their core competencies which will add value to their businesses.
  - For our employees – we provide permanent and temporary assignments that complement their job skills and experience while providing professional and financial rewards.
  - For our staff – we provide careers that are balanced, uplifting and carry the highest rewards by continually improving our business process.

Our goal is to enhance the lives and enterprises of all those we touch to make them better off for having known us.

Primary Duties & Responsibilities:

- Achieve forecasted sales goals
- Manage the sales pipeline and source leads
- Plan and execute sales activities that will ensure sales growth objectives.
- Be able to properly demonstrate the features and benefits of Company instrumentation to customers.
- Meet customer requirements (responsive, schedule conscious, etc) and maintain relationship
- Provide forecasts, reports, marketing intelligence, and information
- On-board customers and keep the communication alive
- Contributes to team effort by accomplishing related results as needed
- Recognize and reach out to clients in businesses.
- Develop presentations.
- Follow through with customer and ensure satisfaction.
- Develop sales quota targets.
- Anticipate revenues.
- Develop relationships with vendors.
- Satisfy technical needs during sales cycle.
- Record customer interactions in lead tracking and customer issue tracking systems.
- Solicit feedback on services.

Required Skills/Abilities:

- A roll up your sleeves & do what it takes to get it done attitude.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with or the ability to quickly learn applicant-tracking software or other sales systems.
- Proficient with Microsoft Office Suite or related software.

Benefits of this role:

- Performance-based incentives
  - Quarterly bonuses
- Benefits
  - Healthcare benefits
  - Dental & 401(k)

The Culture:

- Since 1987, Synerfac has served three groups: our clients, our candidates, and our staff. We treat all three with equal importance because we recognize the synergy of success: when one group succeeds, we all succeed.
- Synerfac promotes from within first; the majority of people who start as a recruiter develop into advanced recruiting or sales career paths.

This is an in person/ in office position.

Minimum Qualifications:

- Bachelor's degree (Required)
- Documented history of achievement
- Experience collaborating in a team-oriented environment
- Desire to work in a performance-based environment
- A minimum of two years of sales or customer service experience (Preferred)