

Job Title: **Client Consultant – Business Development Team**

Department: Sales

Respond To: Sales Manager

Job Description:

The CC Business Development Team member is responsible for identifying potential new clients, prospecting to obtain appointments and time for presentations, and closing sales to bring new clients on board with Southern. The CC/BDT member will be able to organize and schedule days, weeks and months for appointments and meetings, identify the best prospects and prioritize time and energy to maximize results with bringing on new clients.

Duties:

1. Research assigned geographic areas and identify the best prospects for Southern as potential clients.
2. Make calls in person, by phone, or email to set up appointment and/or present information about Southern.
3. Know Southern's procedures and policies well to be able to respond to prospect questions and concerns.
4. Prioritize time and energy to maximum results on quality and quantity of prospects and eventual clients.
5. Make numerous calls on new businesses and former Southern clients to introduce or reintroduce our company, get appointments and make presentations eventually closing sales.

Responsibilities:

1. Solicit new business from assign areas.
2. Make appointments and presentations to sufficiently convince prospects to hire Southern for the debt collection services.
3. Manage time and prioritize time effectively.
4. Attend business organization groups & meetings to effectively meet prospects, connect with existing client, and continue brand recognition in the various communities.
5. Submit weekly report to department manager summarizing key issues and concerns.
6. Set up clients in SOCS computer and client access website.
7. Appear in court as necessary.

Work Conditions:

70% in field prospecting, presenting, meeting prospects. 20% in-office preparing for field days. 10% court appearances.

Supervisions: None.