



This is a work-from-home position of Business Development Associate.

Position includes a six-month trial/training period and Reports directly to the Chief Commercial Officer.

### Benefits

#### Immediate

1. Full-Time Pay: \$40,000 per year
2. Merit-based Progression: Evaluation and progression out of trial period at 6 months or earlier, dependent on knowledge of the MyRec.com software and proven integration into the team
3. Hours: Minimum 40 hours per week, Monday - Friday (includes paid half hour lunch)
4. Time Off: In accordance with current PTO Policy
5. Equipment: Office phone and headset provided, Other needs may be assessed
6. Company Days Off: Federal holidays

#### After 6 Months

1. Health Insurance Benefit: Reimbursement for your portion of premium on your selected plan within premium cap of \$650/month (requires proof of policy)
2. Wellness Benefit: Reimbursement for recurring exercise-related activity such as a gym membership (\$300 yearly cap)

#### After 1 Year

1. 401K: 3% match of contributions to available plan.
2. Performance Review: Every 6 months or 1 year, possible raise dependent on merit and company success
3. Equipment: At the end of each year, tools and equipment used may be assessed for an upgrade, Standing desk is an option (\$300 value)

### Responsibilities

#### Full Understanding of MyRec.com System

Before starting other duties, take time to familiarize yourself with the front-end use of the system at <http://test.myrecdept.com>. Training on the use of both sides of the system (front and back) and introduction to the inner workings will be scheduled with various staff members. Guided training will take place over your first 2-3 weeks.

#### Sales and Company Representation

Once an understanding of the software is achieved, you will be responsible the below tasks.

1. Serves potential customers by selling products and meeting customer needs.
2. Services existing assigned accounts, obtains agreements, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets.
3. Adjusts content of sales presentations by studying the type of sales outlet.
4. Data entry into CRM - New Accounts, Updating Accounts, and general account maintenance.
5. Assist company with social media directives and projects.
6. Submits confirmed sales to Chief Commercial Office and on-boarding.
7. Keeps Chief Commercial Officer informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.



8. Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and sales techniques.
9. Recommends changes in features, service, and policy by evaluating results and competitive developments.
10. Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
11. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies and events.
12. Represent company throughout the Continental United States – 60-90 Days per calendar year.
13. Must maintain driver's license in good standing
14. Provides historical records by maintaining records on area and customer sales.
15. Contributes to team effort by accomplishing related results as needed.
16. Evaluation of Need Assessment and Client Data Entry.
17. 2 Year Client Check in Procedure (Go Live, 6 Month, 1 Year, and 2 Year Check in)
18. All other tasks assigned by the Chief Commercial Officer.

#### Commission Structure

This position will receive a percentage of the annual fee for each completed sale. A sale is defined as complete when the community invoice is paid to MyRec.com. Commissions will be assigned by the Chief Commercial Officer and will generally follow the below structure.

1. 25% - Year 1- After client Year 1 invoice is complete
2. 5% - Year 2 Residual – After Client Year 2 Invoice is complete
3. 2.5% - Year 3 Residual - After Client Year 3 Invoice is complete

#### Non-Compete

Position is protected by a non-compete contract