



## HPC JOB DESCRIPTION

### Sales Executive

**Compensation: Salary + Commission**

**Full-time Position**

**Travel Required (as needed, estimate 10-40%)**

**Home Office: Crown Point, Indiana 46307**

**Reports to: Leadership Team**

### JOB DESCRIPTION:

HPC International, Inc. (HPC) is the partner that companies and healthcare organizations turn to for solutions that reduce operational spending and improve corporate efficiency. HPC has an opportunity within our Sales department for a highly motivated and enthusiastic individual with 2+ years professional sales experience in selling professional services. Previous experience in the medical industry and/or working with Group Purchasing Organizations (GPO) is a plus.

Each of HPC's B2B solutions help corporations and health systems develop more efficient, centralized corporate purchasing processes and save money in a variety of categories; education, memberships, associations, conferences, books, patient education materials, magazines, and medical library services. The ideal candidate will have relatable experience successfully selling professional B2B services. This Sales Position will be held accountable for independently driving unique new sales and upsells through all three of HPC's services and meeting specific goals set annually. More detail on each of our services can be found on our website at [www.hpcinternationalinc.com](http://www.hpcinternationalinc.com).

### PRIMARY RESPONSIBILITIES:

- Ability to consistently achieve sales goals and execute sales plans for assigned account(s)
- Ability to gain an in-depth understanding of HPC's complete portfolio of services.
- Ability to follow the sales cycle through to close.
- Daily duties shall include:
  - conducting correspondence and outreach to current and prospective accounts by phone, email and onsite visits when appropriate
  - negotiating contracts with current and new accounts for implementing new services
  - tracking correspondence and sales results for each current and prospective accounts in Salesforce
  - maintaining close communication with other departments within the company to always be aware of big successes or service issues
  - meet weekly with the Leadership Team to discuss sales updates and review results based on monthly/quarterly/yearly sales goals
  - Lead account implementations
- Ability to recognize and seize opportunities to upsell new services to assigned accounts
- Ability to recognize and proactively correct service issues, if and when they arise, to maintain a positive supplier relationship and exceed service expectations of assigned accounts
- Ability to build relationships and trust with current and prospective customers
- Post weekly, at a minimum, to your LinkedIn page with relevant data, working with HPC's marketing department and network with prospects.

- Must possess a high degree of business acumen and professionalism and be able to correspond C-Suite as well as people of all types of backgrounds and varying levels of experience and education
- Proficiency in all Microsoft products, Word, Excel, PowerPoint & Outlook. Be able to create professional documents from start to finish in Word & PowerPoint and fully understand Excel, using formula's, pivot tables, etc. to perform analysis of client AP spend files
- Must be confident, creative, dependable, organized, results-focused and able to multitask in a fast-paced environment with precision and minimal supervision
- Must possess strong decision-making, communication and customer service skills and maintain a positive attitude with leads, customers and other team members at all times
- Must possess the vision, willingness and personal commitment to do what it takes to get the job done and to achieve results
- Experience writing, negotiating and/or reviewing contracts or proposals

## **ABOUT OUR COMPANY**

Founded in 1996, HPC is the partner that companies and healthcare organizations turn to for solutions that reduce operational spending and improve corporate efficiency. HPC is a vetted supplier with national Group Purchasing Organizations (GPO's) – including HealthTrust, Vizient, Conductiv & E&I Cooperative.

**This job description is a general overview of the position and does not include every task and responsibility that the Sales Representative position may entail or be asked to perform as assigned by the Management team.**

*HPC International, Inc. is a certified diverse MBE (Minority-owned Business Enterprise) and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HPC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. HPC expressly prohibits any form of unlawful employee or applicant harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HPC's employees to perform their expected job duties is absolutely not tolerated.*

*All employed positions at HPC are at-will employment positions and may be terminated at the discretion of the Company.*