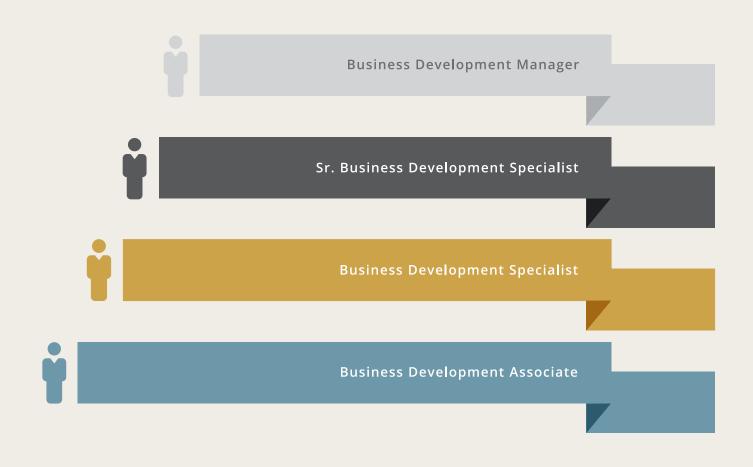
# Simplify, Strengthen, and Grow

Business Development

YOUR BUSINESS

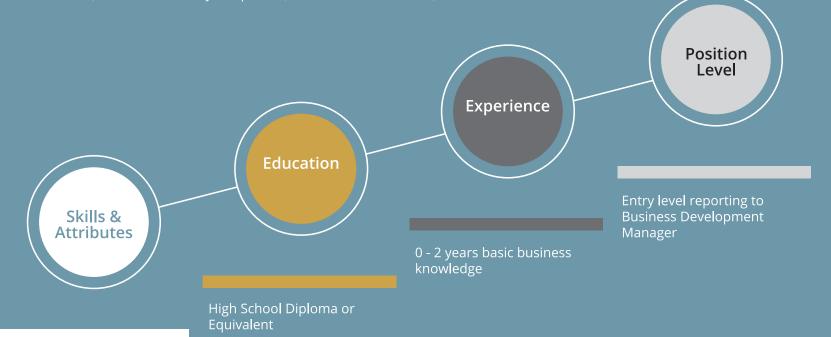
Career Ladder







The Business Development Associate is responsible for searching for prospective new clients in addition to meeting with and building relationships with business owners to inform them of Avitus Group and the business offerings that we provide. Annually and with the assistance of the Business Development Manager, this role is responsible for delivering 12 co-employer proposals (with at least six closes), eight Avitus Business Services proposals (with at least four closes), and 16 Avitus Payroll quotes (with at least four closes).



Must have a healthy ego (not pushy or aggressive); proven resilience; ability to provide innovative ideas; high-level of comfort with being coached; self-motivated; proven dedication to self-improvement



The Business Development Specialist is responsible for searching for prospective new clients in addition to meeting with and building relationships with business owners to inform them of Avitus Group and the business offerings that we provide. Annually, this role is responsible for delivering 16 co-employer proposals (with at least eight closes), 16 Avitus Business Services proposals (with at least eight closes), and 16 Avitus Payroll quotes (with at least eight closes). The Business Development Specialist is also responsible for generating at least \$100,000 in combined annual co-employer admin and ABS/Avitus Payroll revenue.



Highly resilient personality; demonstrated ability to achieve departmental standards while receiving ongoing constructive feedback; ability to consistently seek new ways to generate business opportunities for Avitus Group; self-motivated;

self-improvement

High School Diploma or Equivalent Business Development
Manager, must have delivered
30 co-employer proposals
(with 15 closes), 24 ABS
proposals (with 12 closes),
and 48 Avitus Payroll quotes
(with 12 closes) on an annual
basis



The Sr. Business Development Specialist is responsible for searching for prospective new clients in addition to meeting with and building relationships with business owners to inform them of Avitus Group and the business offerings that we provide. Annually, this role is responsible for delivering 16 co-employer proposals (with at least eight closes), 16 Avitus Business Services proposals (with at least eight closes), and 16 Avitus Payroll quotes (with at least eight closes). The Sr. Business Development Specialist is also responsible for generating at least \$100,000 in combined annual co-employer admin and ABS/Avitus Payroll revenue.

Skills & Attributes

High School Diploma or

Equivalent

Highly motivated; ability to be constructively coached; proven ability to seek and develop relationships; high-level of understanding of all business offerings; self-motivated; creative and forward-thinking mindset; ability to be self-managed

Experience

Must have delivered 32 co-employer proposals (with at least 16 closes), 32 ABS proposals (with at least 16 closes), 48 Avitus Payroll quotes (with at least 12 closes), and a minimum of \$300,000 combined co-employer admin and ABS/Avitus Payroll revenue on an annual basis

Experienced level reporting to Business Development Manager

Position Level



The Business Development Manager is responsible for leading and directing a team of individuals who will seek and meet with prospective business owners to inform them of Avitus Group's business offerings. This role is responsible for the development and maintaining of a team while ensuring business goals are effectively achieved. Additionally, the Business Development Manager will be responsible for producing business as an individual.

Education Experience Position Level

Skills & Attributes

High School Diploma or Equivalent

Must have maxed bonus for the most recent two consecutive fiscal years; maintained consistent 50% proposal signing percentage in addition to maintaining 3.5% co-employer gross profit, a member retention rate of 90% or better, and consistent high score on performance evaluations

Strong leadership skills; strong understanding of co-employer pricing and profitability requirements; thorough knowledge base of operational processes; ability to create and maintain good working relationships with sales and operational staff; thorough understanding of

unique sales team culture

Advanced level reporting to VP of Business Development