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# Example of Small Business Consultant Job Description

Our company is growing rapidly and is looking for a small business consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for small business consultant

* Learns the basic financial drivers of the Group Benefits business and product lines
* Participates actively in weekly sales team meetings and other training opportunities
* Develops core selling skills to deliver client-centric solutions – including communication, presentation, negotiation and relationship building skills
* Internal drive and motivation
* Initially perform an in depth needs to identify best fit with OPEN or Global Commercial Services product suite and advise the prospect on the right product solution for their needs
* Development and management of long and short range benefit strategies for clients, and foster strong client relationships
* Serve as a subject matter expert to clients in areas of Health & Welfare compliance
* Manage RFP process
* Manage Renewal and Implementation processes
* Mentor and educate other members of the team

## Qualifications for small business consultant

* SaaS, Cloud, ERP, HRIS sales experience
* Experience using Salesforce.com or comparable CRM
* Strong phone based development skills required
* Success with complex, consultative, C-level sales
* Rapport builder at the C-level
* Medicare certification