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# Example of Small Business Consultant Job Description

Our company is growing rapidly and is hiring for a small business consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for small business consultant

* Mets or exceeds sales goals and drives value for the customer
* Sell our Professional Employer Organization (PEO) services to C-level executives and business owners at prospective businesses by quantifying TriNet’s benefits and value proposition
* Achieve quota target by meeting sales metrics that drive business goals
* Attain balanced performance including assigned sales and revenue goals, operational excellence/risk and client experience standards
* Leverage the consultative sales process to effectively provide solutions to small business prospects and clients
* Works with owners to devise plan for succession planning to ensure seamless transition from one owner to the next
* Performs business valuation, identifies and grooms succession target, and assists in transition as necessary
* Develops and drafts proformas for new store creation with input from management and owners
* Reviews proformas created by management for accuracy
* Provides support in making sure each Growth Capital owner is performing at peak levels and fits within the program parameters as prescribed

## Qualifications for small business consultant

* Prioritise key activities with Marketing Programs to develop and execute key campaigns and strategic programs
* Ability to work some non-traditional hours as needed, which may include some evenings, weekends and holidays
* Strong working knowledge of computer applications including Microsoft Office Suite and other commonly used business software
* Strong quantitative and statistical skills, and analytical skills sufficient to develop plans from statistical reports
* Strong multi-tasking abilities in a fast-paced environment with the ability to meet schedules, deadlines and timelines
* Knowledge of core business competencies for small business owners