

**Job Title:** RFP Administrator  
**Department:** Marketing  
**Supervisor:** Vice President of Marketing

**Core Value Summary:**

As an AccuSourceHR staff member it is important that you embrace our company core values:

- ALL-In!
  - “All-In” means we are always a team player, working toward the betterment of the Company. We put the group’s needs before our own and give 100% all the time!
  - At AccuSourceHR we know we are “All-In” because when a team member is on the job – it always gets done! We see projects through to the end while always asking, “What else can I do to get this done?”
- Solution Driven
  - “Solution Driven” means we always strive to solve a problem or resolve an issue. We think outside the box and don’t get tied down with, “but this is how we’ve always done it...attitude!”
  - We are not afraid to make a mistake because we trust team members have our back. Daily, we each look for opportunities to make things easier for our clients, co-workers, consumers and our business partners.
- Customer Obsessed
  - “Customer obsessed” means we are always listening to our customers and continuously personalize the customer experience to meet a client’s need.
  - We empower our employees to deliver great service.
  - We answer customer phone calls and emails, responding quickly to customer questions and issues.
  - We are professional and friendly all the time even when a customer is not so friendly.
  - We track customer satisfaction and continuously work toward turning new customers into life-long advocates for our services. We are not satisfied with a customer just liking us...we want all our customers to “love us”.
- Accountable – Do what you say!
  - “Accountable – Do what you say!” means we always walk the talk. If we say we are going to do something we follow-through and do it no matter how small or large the task. There is a saying, “How we do something is how we do everything”.
  - To be truly accountable one person must own the activity, task or project. We show accountability by taking responsibility for our job duties, achieving our defined metrics and openly sharing our results.

**Key Responsibilities:**

- **Written Sales Opportunity Development and Response Management:** Cultivate a professional, solutions-based response to each Request for Proposal (RFP), Request for Quotation (RFQ) and Request for Information (RFI). Development, management and maintenance the AccuSourceHR RFP Response Library, including interpreting and defining company policies, practices and procedures to engage potential clients to contract with AccuSourceHR for employment screening services. Managing and overseeing the entire proposal process from opportunity identification to presentation of capabilities to ensure timely and appropriate response, production and delivery of sales proposition. Manage opportunity through RFP process including direct communication with purchasing representatives and buyers, pre-bid research, pricing analysis, profitability evaluation, solution identification, coordination of internal resources and all tasks required to develop an opportunity to present and/or successfully win opportunity. Develop and maintain client reference database.
- **Supplier Registrations/New Opportunity Development:** Development and support of vendor registration campaigns to generate and develop sales opportunity. Complete registration documents as needed and identify opportunities for competitive differentiation. Facilitate and support on-going marketing and professional

networking with purchasing contacts to promote AccuSourceHR sales opportunity development. Research and identify opportunities for new business development growth including identifying purchasing group opportunities, opportunities to expand current purchasing relationships, etc.

- **Sales Solutions:** Partner directly with sales, implementation, and operations members in identifying product, process and technical solutions to meet client and prospective client needs. Aid in sales development by gaining an in-depth knowledge of all processing platforms and gain technical expertise.
- **Opportunity Development and Partner Relations:** Support VP of Partnerships in building relationships with key vendors and/or channel partners to facilitate lead development and foster increased opportunity. Manages partner marketing campaigns including supporting joint webinars, joint marketing opportunity coordination, and supports active communication on a regular basis. Facilitates documentation of all vendor/channel partner business development efforts in CRM (Salesforce).
- **General:** Completes assigned sales reports and related tasks in an accurate and timely manner. Sets high expectations for goals and performance measures for meeting/exceeding individual assigned goals. Effectively communicates at all organizational levels. Maintains accurate records of all sales and prospecting activities including sales calls, presentations, closed sales, and follow-up activities in CRM. Demonstrates technical selling skills and product knowledge in all areas to support RFP response. Complete understanding of pricing and proposal models. Adheres to all company policies, procedures and business ethics codes and ensures they are communicated and implemented within the team. Maintains professional internal and external relationships that meet company core values. Protects Company proprietary and confidential information in accordance with Company confidentiality policy and corporate information security policies and procedures. Other duties as assigned.

#### **Qualifications/Requirements:**

- College degree or equivalent business communications and administrative experience required
- Strong organizational skills
- Ability to assist in formulating cogent written responses to complex questions by gathering and synthesizing information obtained from varied sources
- Excellent interpersonal skills to understand operational/client need and ability to communicate proposed solutions
- Ability to analyze individual client needs and program requirements to best position AccuSourceHR
- Capacity to exceed individual business development and revenue growth goals
- Analytical skills, attention to detail and logical mind; ability to think and express ideas creatively
- Ability to function independently, solve problems and contribute as an effective team member
- Ability to work under tight deadlines, juggling multiple assignments
- Ability to quickly develop knowledge of unique business and/or industry needs
- Related industry experience a plus

#### **Benefits:**

- Work with a great team of likeminded thinkers who are driven to deliver for our customers
- Medical and dental
- 401(k) Plan
- Paid holidays and paid time off (PTO)