



## Sales Executive – Roles and Responsibilities

The primary responsibility of the Sales Executive is to sell MedSolve's revenue cycle and practice management solutions to physicians and physician organizations within an assigned geographic territory. The Sales Executive is responsible to meet and or exceed the assigned quota for their respective territory. The Sales Executive reports directly to the EVP & Director of Business Development.

### Responsibilities are focused on independently managing an assigned territory, including:

- Ensure his/her territory achieves or exceeds required quota;
- Ensure territory coverage to touch all opportunities on a scheduled basis;
- Independently develop processes to obtain leads through possible sourcing opportunities, and work closely with MedSolve's partners to leverage prospects/clients;
- Identify prospects where MedSolve's services can be sold;
- Target and obtain appointments with physicians and medical groups;
- Contact potential clients to assess their individual needs and demonstrate how MedSolve's products can meet or exceed these needs;
- Present MedSolve's solutions from beginning to end including working with alliance partners to demonstrate software solutions and ASP hosting capabilities;
- Develop and submit comprehensive proposals based on individually or team assessed needs of potential clients;
- Maintain accurate up-to-date sales pipeline and forecasts;
- Other duties as assigned by the Director of Business Development.

### Overall the Sales Executive should possess the skills necessary to manage and assigned territory and deliver on assigned quota. These abilities include:

- Bachelor of arts or sciences degree;
- Understanding of the healthcare provider marketplace, and the particular psyche of physicians;
- Demonstrated experience selling to physicians, medical groups and hospitals;
- Strong sales skills, including internal reporting;
- Demonstrated experience developing processes to obtain leads through comparison and evaluation of possible sourcing opportunities;
- Expertise in territory management and organization;
- Experience in positions requiring the exercise of discretion and independent judgment with respect to HIPAA;
- Proven ability to achieve goals;
- Close working relationships with all operational areas within MedSolve;
- Solid mastery of the processes, technologies and economics of medical practices;
- Ability to demonstrate ROI and high value-add to physicians;
- Knowledge of organizing and managing a territory;
- Demonstrated earnings history.

### Required of All Employees of the Sales Department:

- Excellent verbal and written communication skills;
- Exceptional organizational skills;
- Talent for effectively interacting with individuals at all levels of the organization;
- Ability to work within a fast-paced and constantly changing environment;
- Self motivated to work independently, with team support, to close business;
- Demonstrated commitment to completing tasks and objectives;
- Possess a good sense of humor as well as good judgment in displaying it;
- Flexibility to work long and unpredictable hours to match availability of physicians;
- A true professional possessing the highest ethical and moral standards;
- Ability to maintain a positive attitude at all times;
- A team player, and one who is open to feedback and on-going self development;
- Effectively work with Microsoft Office applications, including Outlook, Word, Excel and Powerpoint.