



We're looking for someone with professionalism.

We're looking for someone with a can-do attitude.

We're looking for someone with a passion for Sales Administration.

We just might be looking for you!

Inside Sales (Full-Time/Remote Position)

Primark Benefits is a San Francisco-based provider of retirement plans for small and medium-sized businesses. We've developed a solid reputation during our 50 years in the industry through our market-leading and personalized customer service, innovative plan designs, and profitable retirement benefits for participants.

We are a family-friendly company that offers a competitive compensation plan with benefits, a progressive environment, and the opportunity to be a part of a growing team.

Position Overview:

What we're looking for is a highly-motivated self-starter to work closely with our sales team and external referral sources to help us to open new markets as we look to expand our sales footprint. The Inside Sales position is an amazing opportunity to join a flourishing organization, grow with the role and make an impact.

Our ideal candidate is excited to pick up the phone each day and talk to people. We are willing to train the right candidate, and offer opportunities for growth.

Principal Responsibilities include:

- Coordinate with the Marketing Manager and Sales Team Members to achieve individual and team goals
- Make outbound telephone calls to Financial Advisors and other partners to schedule appointments for the sales team
- Establish and maintain ongoing relationships with existing clients and referral partners
- Respond quickly to inbound sales inquiries, literature requests and service issues

- Serve as a resource and point of contact to hand-hold our prospective and new clients through the sales process (from prospecting through onboarding)
- Other tasks as assigned

Qualifications & Skills:

- 2+ years of sales experience including making calls to set appointments
- Ability to work independently
- Exceptional verbal and written communication skills
- Proficiency with Microsoft Office Suite
- Excellent listening skills to better assess a sales representative's need and determine the type of sales support necessary to accomplish the objective
- Strong organizational skills, detail-oriented, and the ability to multitask
- Willing to work during Pacific Time Zone work hours.

Some of the benefits offered to our team members:

- Ability to work remotely
- Medical and dental insurance coverage, with employer contribution
- Retirement – 401(k) plan with employer contribution and cash balance plan
- Life, AD&D, and LTD insurance – company paid
- FSA and HSA accounts
- Generous PTO and baby-bonding leave time
- 10 paid holidays each year
- Reimbursement for internet (for remote employees)