

315 Regional Service Center Director

Manages pay/bill processors and/or client services and collections operations. Responsibilities include ensuring accurate and timely processing of time sheets and customer billings, coordinating collections, and answering inquiries from temporary and contract employees. Requires five years of experience in payroll or billing service center operations. Reports to Service Centers Vice President.

320 Service Centers Vice President

Top service centers executive. Plans, directs, and controls the activities of all payroll or billing centers. Manages employees directly or indirectly through others. Responsibilities include investigating, evaluating, and implementing new technologies, ensuring efficient and accurate pay/bill operations, delivering a high level of customer service, administering collections, and ensuring accurate and timely processing of temporary and contract employee paychecks. Requires ten years of experience in payroll or billing service center operations. Reports to the Executive Vice President.

325 Area Vice President

Manages all phases of area operations. Supervises a minimum of four branch offices. Responsibilities include staffing (including recruitment and training), development of business opportunities (including direct sales to high-level accounts), advertising and public relations (including the development of industry and brand awareness), administration (must understand all operations thoroughly), setting of client rates, understanding of company financial procedures, and budget planning. Requires a minimum of five to 10 years of business experience in a service industry with management of multiple operating units. Reports to the Regional Vice President.

330 Regional Vice President

Manages all phases of regional operations and directs the activities of several Area Vice Presidents, each with multiple branches. Responsibilities include staffing (including recruitment and training), development of business opportunities (including direct sales to high-level accounts), advertising and public relations (including development of industry and brand awareness), administration (must understand all operations thoroughly), setting client rates, understanding of company financial procedures, and budget planning. Requires a minimum of seven to 10 years of business experience in a service industry with management of multiple operating units. Reports to the Vice President of Field Operations or to the President.

335 Business Development Director

All sales; no account management. Identifies prospects, and secures business opportunities to generate new revenue and meet profitability goals for a specific geographic area. Develops and implements sales strategies for new account prospects and active and inactive accounts. Works with Area and Branch Managers to plan, conduct, and follow up on sales calls. Requires college degree and five years of sales experience.

340 National Account Director

Directs and participates in national account sales activities to ensure the profitable sales growth of assigned major national accounts and prospects. Sources new accounts and grows sales to existing accounts. Develops and implements comprehensive account plans (sales, marketing, and service programs and strategies) to achieve annual national account sales or mark-up dollar objectives within assigned accounts. Responsibilities include coordinating sales and service efforts for assigned national accounts and negotiating national account contracts. Requires a minimum of five years of service or national accounts sales/management experience, and at least two years in a managerial role. Reports to the Vice President of National Account Sales.

2009

American Staffing Association Staffing Industry Compensation Survey

Module C - Position Descriptions

345 Vice President of National Account Sales

Top National Accounts Executive. Plans, directs, and controls the sales and support of national accounts. Responsibilities include building national sales, controlling expenses, and developing sales strategies and training programs to facilitate sales to national accounts. Responsible for hiring, terminating, and evaluating national accounts staff, and for directing their activities. Works with key field staff. Requires a minimum of ten years of sales experience in a service industry and four years of management experience with multiple operating units. Typically reports to the President.