

Senior Marketing Consultant Job Description

Congratulations on becoming a Sr. Marketing Consultant. That means you are in a select group of Representatives across America that has succeeded within the Valpak System.

Your compensation package, as a Sr. Marketing Consultant, will be set at 18% commission on all collected Sales within your assigned portfolio that have been sold on Rate Card. A lower percentage will be calculated for Sales sold off rate card. You will also receive an expense allowance equal to \$1 per client managed or in your portfolio per month. In addition, you will now be eligible to join our Retirement Package under Valpak SIRA Program where Valpak of NH, Inc. will match up to 3% of your participation amount. As a Sr. Marketing Consultant, and for said compensation, you will have a set of responsibilities in which to perform.

These responsibilities include, but are not limited to:

- **Presentations to New Prospects** – New Presentations per week is required of all Marketing Consultants. As a Sr. Marketing Consultant you, under consultation from your Sales Manger will set that number based on your total portfolio and closing ratios.
- **Presentation Follow Up** – You are required to follow up on all presentations you conducted.
- **New Clients** – you are responsible to consummate 1 New Client for each Market you are assigned to manage per month on average.
- **Meetings** – You are required to attend all Sales Meeting called by the Sales Manager and/or the President of Valpak of NH, Inc. as part of your compensation package.
- **Training** – You are required to attend any training program or presentation set forth or by the Sales manager or the President of Valpak of NH, Inc.
- **Team Selling** - You are required to participate in any and all Team Building Sales Programs set forth by the Sales Manger and/or President of Valpak of NH, Inc.
- **P&P / Sales Book Requirements** – All employees are responsible to follow all the policies and procedures set forth in the both the Policies and Procedures Manual as well as the Sales Book. Both are published on the VPNH website (www.valpaknh.com).

As a Marketing Consultant you are required to conduct yourself in a professional manner at all times. You are also responsible to read, understand and follow all the Policies & Procedures set forth, and published, within the P&P Manual as well as the Sales Book / Manual. It is the direct responsibility of all employees of VALPAK of NH, Inc. to read any new publication which is to include Emails or updates set forth by the Sales Manager and / or the President of Valpak of NH, Inc. and to adhere to any and all requirements set forth within them.

Failure to meet any of the responsibilities listed above, or identified in the P&P Manual / Handbook or Sales Manual / Book can lead to immediate termination with Valpak of NH, Inc. In addition, as your compensation package is directly linked to your performance and responsibilities outlined above and within the P&P Manual & Sales Manual, failure to meet them may result in a reduction in your Expense Allowance or Commission Rate Compensation.

Management Team

Valpak of NH, Inc.