



## Staffing Consultant / Client Development Job Description for On Assignment, Inc. Lab Support Division

**Job Title:** Staffing Consultant – Client Development  
**Department:** Lab Support Division  
**Reports To:** Regional Leader  
**FLSA Status:** Exempt

### SUMMARY

On Assignment Lab Support is the industry-leading provider of staffing assignments for science professionals in the biotech, pharmaceutical, food and beverage, chemical, personal care and other science industries. The position of Staffing Consultant – Client Development is responsible for generating business for On Assignment Lab Support's Division through marketing, developing new and existing clients, and increasing job orders within the scientific community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (*other duties may be assigned*):

- Identify and develop potential clients by making sales calls, prospecting, studying regional classified advertising and job boards, consulting with business associates, and executing a Territory Management plan.
- Contact Lab Support employers to explain features, cost and advantages of On Assignment's Lab Support services (clinical lab and diagnostic imaging).
- Utilize contact management software to identify opportunities and manage contacts in a specified territory, and update contact management system information.
- Increase job orders by identifying immediate staffing needs and working cooperatively with fulfillment to satisfy clients' requirements.
- Communicate in a timely manner to regional team members about all immediate staffing needs.
- Supply clients and prospects with On Assignment sales materials customized to their current and potential needs.
- Follow-up regularly with decision makers to build relationships and generate new business within a specified territory.
- Document all sales activities and submit a weekly report.

### REQUIREMENTS

- Prior sales experience; science industry or staffing sales preferred.
- Experience in account and/or territory management.
- Proficiency with MS Office, Internet and Email;
- Must be an energetic, detail-oriented, organized, highly motivated and self-directed individual with ability to prioritize and work efficiently in a dynamic, fast-paced environment.
- Excellent communication, troubleshooting and negotiating skills; including ability to cold call and make in-person sales calls and presentations.

### ADDITIONAL QUALIFICATIONS

- Familiarity with one or more of Lab Support delivery systems (biotech, pharmaceutical, food and beverage, chemical, personal care, etc.).
- Knowledge of strategic selling concepts and consultative sales.
- Bachelor's degree preferred but not required.