

Senior Advisor Position Description

Spain Business Advisors, a Master Office affiliated with Personal Business Advisors (PBA) is seeking **Senior Advisors** to help senior level managers and professionals identify new business and career opportunities.

The Senior Advisor:

- Assists executives, managers, and business professionals to identify new career opportunities
- Contacts qualified executive leads on a daily basis
- Develops a candidate profile based on the candidate's career background, interests, and objectives
- Facilitates identification of six-figure entrepreneurial career options that match the candidate's profile in collaboration with the candidate, PBA Executive Senior Advisor, and executives from target portfolio companies
- Develops professional relationships with target executive candidates based on integrity and consistently providing a high level of service

The Position Requires:

- Senior level professional / executive leadership experience
- Desire to advise senior executives on potential career options
- Effective listening, communications, and interpersonal skills
- Leadership and relationship building skills with a passion for helping others
- Disciplined, detail-oriented, with a high degree of professional self-confidence
- Strong proficiency with Microsoft Outlook and Microsoft Office
- Proven experience working independently in a virtual office environment with a dedicated and fully functional home office (*business class PC, high-speed Internet, business telephone line, dedicated office space*)
- Located in proximity to Raleigh-Cary, NC to facilitate team collaboration

Additional Competencies, Experiences, and Expectations:

- Desire to work within a collaborative process in a virtual office environment with the ability to effectively manage a high volume of electronic and telephone interactions on a daily basis
- Experience with ACT! or comparable Contact and Customer Relationship Management (CRM) software
- Senior Advisor will be solely responsible for expenses incurred in maintaining home office
- Senior Advisor will be expected to participate in a 3-day training course offered by Personal Business Advisors
- Senior Advisor will be responsible for costs incurred in acquiring qualified executive leads from Personal Business Advisors

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Compensation:

Compensation is performance-based based on successful matchmaking of executives with the business opportunities in the Personal Business Advisors portfolio.

If you meet these qualifications and are interested in being considered for this position, send your résumé and summary of your specific qualifications for this position to jack@jackspain.com.