

# ***UNITED FRANCHISE GROUP***

**SUMMARY:** The Business Advisor provides franchisees with industry training and support in assigned region.

## **JOB DESCRIPTION**

If you are looking for an opportunity to thrive and build a rewarding career with an industry-leading company – this is your chance to join us at United Franchise Group and Fully Promoted! We are the umbrella company to a successful group of the world's largest business-to-business franchise systems. Our franchised concepts specialize in personalized business services including signs, embroidery, retail, and business brokerage. With over 35 years in the franchising industry and more than 1600 franchisees throughout the world, United Franchise Group offers unprecedented leadership and solid business opportunities for entrepreneurs.

As we continue to grow, so does our need for highly motivated individuals like you to join our Fully Promoted team as full time Franchise Business Advisor. With us, you'll enjoy an awesome casual work environment with a great team of smart, motivated, innovative, and fun people. More than just another job, this is a fantastic opportunity to establish yourself and build a career in this globally expanding industry.

If the thought of traveling excites you, and you have a desire for growth and entrepreneurial spirit to an organization that will inspire you to reach your true potential – we may be the perfect fit for you. Contact us today!

***Once you become part of our amazing team of winners you'll enjoy:***

- Competitive compensation
- Comprehensive training to hone your skills at our headquarters
- Travel opportunities
- Medical, Dental, Vision, and Life insurance coverage
- Short- and Long-term disability insurance
- Generous time off
- 401(k) plan with company match
- Social gatherings and team building activities
- Leadership workshops for personal development
- Recognition for our top performers
- On-site Gym & Basketball Court
- Philanthropy – a chance to give back to the community

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**Franchise Business Advisor**  
**(Franchisee Training / Franchisee Support / Business Development / Full Time)**

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

As a Franchise Business Advisor, you will play a key role traveling to visit all franchise stores within your assigned territories with the purpose of understanding and defining their needs.

Specific duties for the Business Advisor role include:

- Implementing franchisee store Startup Program
- Increasing gross sales revenue & profitability in assigned region
- Examining P&L statements
- Developing sales strategies and business development plans
- Establishing marketing campaigns (active and digital)
- Understanding Google Analytics & KPI's
- Understanding the Retail Sales Environment and Lifecycle
- Training and reinforcing the franchise model, system, and best practices
- Safe operation of essential equipment
- Compiling brand compliance data
- On-going learning of new and upcoming products for sales & brand awareness
- Participating in regional meetings; completing, maintaining, and processing required paperwork
- Implements franchisee store startup program: 40 hours operations setup; 40 hours marketing setup; operation training and marketing assessments.
- Maintains a high level of knowledge and skills in all areas of operations and training
- Consults with franchisees to ascertain and define needs or problem areas and determines scope of investigation required to obtain solutions.
- Advises Support Manager on issues identified through communication with franchisees.
- Follows up with franchisees on weekly/bi-weekly basis to ensure best results
- Compiles brand compliance data and helps franchisees upgrade their image.
- Completes, maintains, and processes required paperwork, records, and daily reports.
- Maintains daily and weekly schedule in Microsoft Outlook (minimum of two weeks in advance).
- Responsible for building and following instructions for new location setups; including having full understanding of tools and ability to use.
- Travels 50-75% in and outside region.

## **JOB REQUIREMENTS**

We are looking for a results-oriented Business Advisor who combines a persuasive and engaging personality, with a passion for building customer relationships and the drive to exceed expectations. In addition, you should be highly organized and detail-oriented, with the ability to manage multiple priorities and thrive under pressure within a fast-paced environment. It is also vital that you display excellent verbal and written communication and interpersonal skills, with the ability to quickly establish rapport and credibility to build solid business relationships.

Specific qualifications for this business development role include:

- Associate degree or equivalent education from College or Technical school  
**OR** 3 – 5 years of related experience and/or training  
**OR** equivalent combination of education and experience
- Business Operations experience in franchise business model
- Point of Sales experience and troubleshooting
- Knowledge of modern computing devices including iOS, Windows, and Microsoft Office
- Knowledge of Promotional Product industry
- Eligible driver's license and valid automobile insurance
- Technical aptitude and ability to quickly pick up new technologies
- Exceptional problem-solving skills
- Proficient computer skills including MS Office products
- Schedule flexibility and willingness to travel up to 70%
- Experience with graphic design software, point-of-sale, and accounting software, *a plus*

***Join us at United Franchise Group – a global leader for entrepreneurs!***

***Apply now!***