

## **Sales Development Specialist**

**Job Title:** Sales Development Specialist  
**Department:** Sales and Marketing  
**Supervisor:** Vice President of Sales and Marketing

Sales Development Specialists at AccuSource are responsible for new sales development of small and medium sized clients. They perform analysis of prospective client needs and provide specific solutions to ensure client satisfaction. Successful candidates are goal-orientated, analytical and solution-driven. They enjoy working with other team members to ensure both client and organizational objectives are met.

### **Key Responsibilities:**

- Inside Sales
- Marketing Support
- Sales Analysis/Support
- Vendor Registrations
- Trade Show Support

### **Qualifications/Requirements:**

- Minimum two years relevant experience in a sales, marketing, business development or other role with direct customer relationship building requirements
- Associate level or higher college degree is preferred, not required
- Strong organizational skills
- Excellent interpersonal skills to understand the operational/client need and ability to communicate proposed solutions
- High drive for both internal and external client satisfaction
- Ability to maintain confidentiality of sensitive information
- Ability and willingness to develop skills sets required to effectively support Marketing and Sales functions, including mastering of relevant processes and software
- Proficiency in all Microsoft Office programs
- Analytical skills, attention to detail, logical mind; ability to think and express ideas
- Ability to function independently, solve problems and contribute as an effective team member
- Ability to work under tight deadlines and multi-task
- Positive, cooperative work attitude and team player
- Related industry experience a plus