

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

Key Responsibilities:

- **Inside Sales:** Support inbound sales leads and manages sales process (needs assessment, proposal and close) for small to mid-size accounts. Salesforce documentation process. Assist Client Relations with pricing and proposals as needed for current client growth.
- **Marketing Support:** Assisting with tradeshow prep, targeted marketing projects, and outbound campaigns.
- **Sales Analysis/Support:** Support Sales team with basic proposal responses. RFP/Proposal/Presentation process includes completing proposals requiring little or no customization as well as modifying standard presentations, demonstrating software platforms.
- **WBE Registrations:** Carry out and maintain registration campaign. Document and report progress. Seek out and add desirable registration targets. Facilitate and support on-going marketing and networking with diversity contacts to promote AccuSource opportunity development
- **Relationship Development:** Develop and build relationships with key decision-makers and influencers for the purpose of business development and a referral opportunities.
- **Trade Show Support:** Aid in representing AccuSource sales at trade shows and events for the purpose of lead generation and relationship building.

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
- Ability to learn and master new skill sets quickly
- 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

Benefits:

- Work with a great team of likeminded thinkers who are driven to deliver for our customers
- Medical and dental
- 401(k) Plan
- Paid holidays and paid time off (PTO)