



<b>Job Title:</b>	Sales and Marketing Associate	<b>Job Category:</b>	Sales and Marketing
<b>Department/Group:</b>	Blue Team Alpha		
<b>Location:</b>	St. Paul, MN	<b>Travel Required:</b>	Up to 25% travel Required
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Full-time

**Job Description**

**ROLE AND RESPONSIBILITIES**

This Sales and Marketing Associate will be a dedicated partner to a select team of Manage Infinity top Account Executives to increase sales production.

This position will provide support to the assigned team with a focus on building efficiency and capacity by reducing administrative burdens. This individual will collaborate with internal and external parties to effectively manage activities on behalf of the Account Executives.

This role will operate within a fast-paced, matrix style reporting structure (taking direction from multiple Account Executives and SAMS partners) and requires flexible working hours. The main activities, responsibilities, and accountabilities of this role may change over time as the needs of the position and stakeholders change.

This position must be capable of developing rapport quickly with Account Executives by seeking to thoroughly understand the needs of each Account Executive, and then act on their behalf. This individual will demonstrate an enthusiastic performance of responsibilities in support of the Account Executives and at the direction of leadership, displaying a sales and service mindset.

**Job Responsibilities:**

20% Direct Sales Support

- Field inbound chat requests to gather or close leads
- Field inbound sales calls to close sales or supply Account Executives with lead information
- Respond to leads from marketing efforts

50% Sales Administration

- Support Account Executives with CRM, Connectwise, and Zoho administration with items such as account set up and preparing reports
- Draft proposals and RFP responses with the goal to eliminate Account Executives quote and proposal drafting
- Set new client appointments for Account Executives
- Assist Marketing and Sales Leadership in research & reporting for Account Executive client prospecting
- Review billing and accounts payable issues in collaboration with Finance Team
- Generate reports such as the weekly sales report, ad hoc reports, and renewal reports
- Assist Account Executives with internal requests for marketing research
- Coordinate, liaise, and interact with other departments
- Support Sales Leadership with team communications
- Manage general office administration – answer phones, order supplies, shipping, maintain files, etc.
- Collaborate with other key team members to build sales operations processes and procedures

## 20% Marketing Administrative Support

- Coordinate with Marketing to deliver opportunities from online or in-person marketing events utilizing sales and technical team members
- Prepare campaign documents including but not limited to campaign success reports and campaign close rates

## 10% Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- 2+ years experience working directly with internal and/or external customers, to receive and execute requests, and reporting back completed activities
- 2+ years experience managing projects
- 2+ years experience creating Microsoft PowerPoint presentations
- 2+ years experience creating, updating, and maintaining Microsoft Excel workbooks
- Documented outstanding communication (written/verbal), with proven capabilities, including excellent interpersonal and presentation skills are essential
- Highly motivated, driven, professional with bias for speed/action
- Ability to handle time-sensitive tasks, manage multiple priorities, and meet tight deadlines
- Strong attention to detail and quality; with excellent organizational skills
- Ability to handle confidential information discreetly
- Ability to interact and communicate with individuals at all levels of the organization
- Ability to develop and maintain effective relationships with the field, colleagues, subject-matter experts, stakeholders and other relevant Allied disciplines
- Proven customer service focus both internally and externally; effective presentation delivery; active listening and consultation skills
- Ability to handle complex tasks with a strong sense of urgency; ability to analyze data and understand trending related to data, reports, and information
- Strong orientation and capability with process knowledge and process improvement in a production environment
- Comfortable and confident working in a fast-paced sales environment
- Comfortable with change and ambiguity
- Must possess and demonstrate critical thinking skills, as well as excellent organizational skills
- Willing and able to meet deadlines on time, while delivering results that meet or exceed expectations
- Self-starter/motivated – A large degree of autonomy can be enjoyed in this position, so candidate must show that they are a self-starter
- Ability to be highly available and communicative - excelling team members enjoy the rush, no matter the time of day
- Continual attention to detail in typing and proofing materials, establishing priorities, and meeting deadlines

### **Highly preferred:**

- Proven advanced proficiency with Microsoft Excel, including ability to match data across multiple workbooks/tabs, summarize tables quickly, and other advanced formulas
- Proven moderate to advanced proficiency with Microsoft PowerPoint

### **Other preferred:**

- Experience working in a technology services company (e.g., Managed Service Provider, software company, Information Security company, etc.)
- Experience working in a B2B sales environment and understanding of common sales requirements and activities

## **Physical Demands**

**The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job:**

- Employee must have the ability to sit and/or stand at a desk for a minimum of 8 hours a day and complete tasks requiring repetitive use of hands
- Employee must have the ability to see written documents, computer screens, and to adjust focus
- This job is performed in a temperature-controlled office environment

## **Other Requirements**

- Testing in Microsoft Word, Power Point, and Excel required

Position Type: Full Time

## **Benefits**

We offer our employees a robust compensation package! Our comprehensive benefits include: medical, dental, and vision insurance coverage; 100% company-paid life and disability coverage, unlimited PTO after the first 100 days of employment, and much more. Blue Team Alpha proudly promotes from within as part of a strong commitment to providing career growth opportunities for employees of all levels. Our diverse business portfolio allows employees broad career options with the advantage of staying with the same organization.

The company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.