

Link-Systems International, Inc.
Job Description

Position Description:

Title: SALES COORDINATOR Salary: \$30,000-\$35,000

Travel: None Start Date: April 26, 2010

Reports to: SVP Sales, Marketing, and Market Development

Primary Responsibilities:

- The generation of sales leads through a variety of means including web research, cold calling targeted accounts, and management of purchased mailing lists
- Development of those leads through a variety of means including phone outreach, email campaigns, and direct mail
- Executing demos of LSI services and technologies with leads in collaboration with LSI Product Development and outside sales reps
- Record keeping with respect to leads through detailed management of all data via the CMDB
- Forwarding well-developed leads to outside sales reps
- Support of the Sales team in closing business through directed follow-up
- Publishing reports regarding all sales leads activities

Ideal Candidate:

This is a Sales position, and will require an individual who is comfortable contacting customers and potential customers by phone. We require a high energy, hyper-organized individual who thrives in a fast-paced and dynamic environment. The ideal candidate will have a high comfort level with organizing all activities through a software sales system. We're seeking an individual capable of simultaneously serving internal and external customers, motivated by a genuine interest in generating customer satisfaction. Our ideal candidate will possess excellent written and verbal communication skills, the ability to self-motivate, and a passion for communicating the benefits of great products to customers in order to help close sales.

Position Requirements:

- Bachelor or Masters of Arts or Sciences preferred
- 3+ yrs. of sales support experience in an IT-related or education-related industry preferred
- Excellent oral, written, organization, presentation and independent workload management skills
- Advanced knowledge of Microsoft Office