



Benefit
Resource,
Inc.

plans that perform



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Job Description: Sales Support Associate

Location / Department

New York City, NY / Sales

Reports to

Director, Sales

Overall responsibility

Coordinate sales support processes, implementations and other sales support activities.
Provide liaison for Sales with Services Department.

Key areas of responsibility

- Provide implementation support and enrollment sessions via on-site, web and phone with new and base accounts
- Review completeness, approve & submit sales account paperwork to Service
- Field product and process questions from sales, and coordinate interaction with Service and IT departments when necessary to gain more detailed answers.
- Assist with Request for Proposals/Information (RFP/I)
- Facilitate and coordinate on/off-site storage of sales materials
- Document and maintain current sales and field support policies and procedures
- Ensure and update sales website completeness and support content
- Support Sales Executive's efforts and coordination with HQ as needed

Main Interaction with

- Sales Force
- Support departments – Client, Processing & Participant
- New BRI clients
- All department managers

Term of employment / Compensation

Full-time / Salary commensurate with experience





Qualifications (minimum of 2 years experience)

- Sales support experience
- Implementation and Training experience
- Ability to communicate technical/product information to both a technical and non-technical audience
- Proficient with Administrative software (MS Word, PowerPoint, Excel, ...)
- Experience with Sales Force Automation and/or CRM software
- Strong sense of customer service
- Good organizational and administrative skills
- Ability to create and modify marketing materials for clients