



INSIDE SALES ADMINISTRATOR

The Sales Administrator supports a variety of projects designed to achieve HigherGround's strategic business development goals (sales through an expanded partner network, increased generation of quality leads and channel support) set forth by the Vice President of Sales.

The Sales Administrator participates in the execution and coordination of all sales activities including but not limited to Request for Proposal (RFP) development and maintenance, lead tracking, sales order processing. May be asked to assist in answering company phone overflow.

Primary Duties and Responsibilities

- Coordinate lead generation activities including data entry of qualified leads into ACT! database and generation of lead reports.
- Tracking and documenting new sales orders and tying them to prospect /leads.
- Coordinating, formatting, assembly and maintenance of RFPs.
- Organize, track and coordinate Partner Rollouts including tracking receipt of and filing appropriate contracts/NDAs, communicating applicable information to appropriate departments, scheduling rollout sessions via webinars or onsite as directed, follow-up invitations, and tracking training sessions to ensure requirements are met.
- Maintaining inventory of Rollout Kits, coordinating and scheduling rollouts and or training sessions.
- Assisting sales people with development of proposals, orders, specific presentation tools.
- Initial phone follow-up of incoming leads
- Manage state contracts (HGAC, GSA, CMAS)

Education/Experience Required

- Business Administration, Marketing, Communications, (or related discipline) degree or equivalent experience.
- 5 years inside sales assistance experience and RFP coordination experience

We are recruiting from the Los Angeles area only.

HigherGround is an EOE/AA Employer.