



****JOB OPPORTUNITY in Folsom, CA or Charlotte, NC****

Position Available: Sales Proposal Specialist

Qualified candidates, please send resumes directly to lori.janssen@conferencedirect.com.

About ConferenceDirect:

ConferenceDirect is one of the world's leading event management and hospitality services firms. We help clients save time and money by securing the best hotel accommodations, meeting space, conference venues, and hospitality services available at the most favorable terms possible. For more than 19 years, we've been passionate about achieving better results for our clients.

See more at our website: <http://conferencedirect.com/>.

RESPONSIBILITIES:

- Prepare project proposals for housing, registration, call center, and mobile app lines of business
- Ensure content is specific for the intended audience, presented in one consistent voice and style and is error free
- Assist in developing an overall strategy and coordinate efforts across the business for responding to request
- Partner with Subject Matter Experts (SMEs) to help articulate persuasive messaging while reducing the overall time commitment of SMEs
- Develop and maintain a response library
- Research, recommend, and implement tools that can increase organization wide efficiency in generating responses
- Develop and maintain consistent messaging and formatting for sales documentation
- Complete service agreements utilizing existing templates
- Participate in sales demonstrations and product proposals via teleconference and web conference
- Process inbound web sourced sales requests
- Provide weekly, monthly, quarterly, and annual reporting on proposal due dates, client renewals, proposal success rates, pricing trending
- Attend industry events and tradeshow
- Other duties and responsibilities as assigned

QUALIFICATIONS:

- Bachelor's degree plus 1-3 years related experience, or equivalent combination of education and experience, required
- 1+ years of experience in an office environment
- Salesforce experience a plus, but not required

**KEY SKILLS:**

- The ability to develop a clear, concise, and convincing value message in a service-oriented environment
- Outstanding written and verbal communication skills
- Understand best practices for responding to request and can develop an overall strategic direction
- Adapt strategy/approach/content/etc. to changing market & competition conditions
- Ability to partner closely with SMEs and develop efficient processes that reduce the current time commitment of SMEs
- Make the complex consumable. Ability to partner with various internal resources to understand the key points that a prospect needs to understand when purchasing services.
- Highly proficient in Google Docs and MS Office products specifically MS Excel
- Strong ability to maneuver in a CRM database
- Strong time/project management and organization skills and the ability to remain flexible and effective under pressure in a fast paced environment
- Ability to communicate effectively in one-on-one or group situations, both written and verbal
- A drive to develop and improve efficiency and quality of processes
- A service-oriented and positive attitude
- High attention to detail, including excellent editing and proofreading skills
- Ability to travel when business dictates

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.