

Position Title: Sales Associate

Reports to: President & Chief Executive Officer

Supervises: .N/A

Position Description

The Sales Associate works closely with the President and CEO to help grow membership, increase member satisfaction, and enhance NASP's reputation by providing support for business development efforts. Responsibilities include scheduling meetings with prospects, scheduling new member welcome meetings, and follow-up on business development activities. The position will focus on member retention efforts, ensuring members are aware of and take advantage of their member benefits, rosters are completed, and providing information on member benefits. The individual will also assist with scheduling Lunch & Learn, Roundtable and podcast programs, and all other assigned duties in support of business development, member retention, and member satisfaction.

Responsibilities

- Work to familiarize yourself with the NASP mission, vision, values, programs, and member benefits
- Work closely with President & CEO and NASP staff in support of business development activities and member benefits
- Track and update prospect information and activity
- Cultivate strong relationships with prospects and existing NASP members
- Schedule meetings and follow-up after meetings to provide needed marketing materials
- Conduct market research and identify potential members
- Assist with implementation of sales strategies, member service and retention plans
- Work with members to inform them of their benefits and how to access with a focus on member satisfaction and retention
- Provide assistance with Lunch & Learn, Roundtable, and podcast programs
- Assist with the establishment of a culture of teamwork and service excellence

This list is in no way to be used as an all-encompassing list of duties. The intention of the job description is to be used as a guide to assist in accomplishing

company and department objectives, covering only primary functions and responsibilities.

Requirements

- 1-2 years of sales experience or customer service experience
- Excellent verbal and written communication skills
- Strong interpersonal skills – friendly and personable demeanor, with the ability to engage effectively with various levels of management, staff, and NASP members
- Strong orientation towards providing excellent customer service
- Ability to consistently maintain professionalism and diplomacy
- Ability to manage multiple projects simultaneously, work under pressure, and meet deadlines
- High attention to detail
- Resourceful with strong organization and project management skills
- Proficient in Microsoft Office products

Education

- Preferred Minimum Qualifications: High school diploma, some college a plus

Licensure or Certifications

- N/A

Physical Requirements

- In an 8-hour day, the employee sits approximately 7 hours
- In an 8-hour day, the employee may stand/walk approximately 1 hour
- In an 8-hour day, the employee may be asked to lift/carry 50 lbs.

Employee Acknowledgement

I received, reviewed and fully understand the job description for the position of Sales Associate. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.