



Job Description

Title:	Executive Sales Assistant
Reports to:	Sr. Vice President Sales & Marketing /alert Marketing
Department:	/alert Sales (ALMSLS)

/alert® is a premier full-service healthcare communications company providing information and education to healthcare professionals. Our programs include cooperative mail, custom mail, e-mail, digital engagement and research programs.

Our full-service capabilities in healthcare information and communications can help our customers deliver a consistent message to a wide healthcare professional audience using the latest technologies including mobile technology.

General Description

The Executive Sales Assistant will provide senior level sales support to key Alert Sales team Account Directors. The Executive Sales Assistant works interdependently with key /alert Account Directors, Project Management (Print & Digital) and Sales & Marketing Operations teams to ensure a high level of internal and external customer satisfaction and ultimately the desired sales results. The main role of this position is to provide senior level sales support in delivering customer proposals, tracking of projects and administration aspects of customer projects for certain Key Accounts.

Job Responsibilities

The Executive Sales Assistant will work directly with specified key Account Directors in the execution of required administrative tasks necessary to manage /alert's business projects with customers the Account Directors are responsible for. The required tasks will vary among customers and projects.

Proposal Management:

- Accurately enter proposals in quote portals in a timely manner
 - Modify proposals as needed (dates, costs, audience count, etc.)
 - Once proposals are completed, check all math and verbiage, and make any additional modifications that may be required
 - Send proposals to customer(s)
 - Track PO's for invoicing

NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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- Manage Compas Contracts:
 - Proposals should be sent to CMI as outlined above; it may be necessary to update during the campaign to ensure they know where they are in the budget as the initial quote is a projection of the pricing.
 - Once a campaign is completed and all waves are invoiced, send a final proposal to Compas for final revision of the Compas contract
 - Assist with any reconciliation issues between accounting and Compas

Production Updates:

- Schedule and participate in weekly calls with project management for production updates, checking the flow of required assets for execution of direct mail and e-mail jobs (envelope art, contents, e-mail art content, etc.).
- Notify Account Management and Traffic Management on an ongoing basis as jobs progress

Invoices:

- Ensure PO is listed on each invoice, confirm proposals costs and ensure the costs match the invoice

Metric Reports and HCP-level data:

- Send to clients monthly or as requested
- Monitor reports for accuracy/ formatting
- Ensure required HCP level data is being provided to customers

Forecast:

- Update all revenue and date changes on the forecast and distribute weekly
- Track Request for Proposal (RFP) responses
- Reconcile quarterly revenue reports
- Enter Salesforce (SFDC) updates, such as hard bounces, address updates, etc.
- Send to Compas the final piece (direct mail or email) stapled to the Compas Contract
- Assist in creating an overall proposal which could include multiple /alert products
- Develop and maintain spreadsheets with open rates, program flighting, and other key measurements for e-mail campaigns etc.
- Order supplies for promotional mailers as needed
- Other duties as assigned

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Qualifications:

- Bachelor's degree desired or at least 8-10 years related experience; or equivalent combination of education and experience
- Minimum 8-10 years of administrative and/or project management experience preferably in the Life Sciences (Pharmaceutical / biotech / Medical devices) industry
- Strong time management, organization and administrative skills
- Strong computer skills: Must be proficient in all aspects of MS Office
- Strong written and verbal communication skills
- Proven ability to work collaboratively with cross-functional members of a sales and marketing organization
- Strong attention to details
- Self-directed (without close supervision) and confident with ability to multi-task
- High energy and accountable with solid work ethic and a commitment to quality
- Demonstrated ability to thrive in 'virtual' and fast-paced environment
- Ability to navigate Customer Relationship Management Systems (i.e., Salesforce.Com – SFDC) a plus

Travel

- No travel required

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