

JOB DESCRIPTION

JOB TITLE: Sales Associate/Senior Sales Associate

POSITION SUMMARY

In-house sales associate whose primary responsibilities will include handling incoming inquiries, pro-active selling, initiating email/calling campaigns, and managing an existing pipeline. Sales associates will need to be able to effectively understand and describe Green Street Advisors research, handle various types of prospect questions, and develop relationships by displaying "pleasant persistent". Requires significant team work with sales group and interaction with Sales Manager and Director.

DUTIES AND RESPONSIBILITIES:

- Discuss research, service levels, and subscription pricing options.
- Upgrade services to include other product offers.
- Assist with transitioning new clients from salesperson to account manager.
- Train clients on research service, methodology, reports, and company website.
- Set up conference calls between clients and research staff.
- Acquire and effectively communicate responses to client questions.
- Work with Sales Manager and Marketing team to come up with new outbound marketing ideas. Provide input to team to help develop client programs.
- Provide feedback from clients to assess possible refinements to existing products and the need for new products.
- Maintain accurate customer database of industry contacts for mailings, reporting, and marketing programs.
- Consistently provide detailed updates on activities to Sales Manager.
- Contribute to team effort and work on special projects.

REQUIRED QUALIFICATIONS:

- 4 year Bachelor's degree.
- Minimum of 3 years experience in a financial sales or customer service environment.
- Superior customer service skills and a desire to help people.
- Sales-driven personality and a competitive nature.
- Excellent communication skills, both verbal and written.
- Competent computer skills to perform essential functions listed above (Word, Excel, PowerPoint, and Access).
- Well-developed presentation skills.
- Fundamental understanding of financial industry (mutual funds, hedge funds, stocks, bonds, etc).
- Must have or be able to obtain Series 7 and 66 licenses within 60 days of employment.
- Knowledge of the commercial real estate industry a plus.

Please list "Sales Associate" in the subject line of the email. Please do not contact our employees directly.