

Inside Sales / Marketing Representative

Spectrum Information Services NW, Inc. (www.sisnwinc.com) is a full service information management company, specializing in outsourcing administrative business functions through the application of artificial intelligence and other advanced technology solutions. SIS NW, Inc. provides medical records copying, lockbox, accounts payable automation, patient registration, and EMR conversion solutions.

SIS NW, Inc. specializes in healthcare but provides solutions for all industries.

As a valued member of the team, you'll be empowered to drive the growth of the company by identifying and contacting potential new customers.

Your primary goals will be to generate leads, and content for blog and LinkedIn posts.

Responsibilities:

Achieve monthly goals as assigned by management

Generate leads using email, social media, cold calling, and networking which result in tangible sales.

Generate reports each week and submit them to management

Utilize all available resources to reach out to prospects and attempt to turn those prospects into customers

Collaborate with the management team to improve marketing materials and expand the company's marketing presence

Attend industry trade shows to accumulate new leads and make productive contact with existing clients

Update client information in the company Customer Relationship Management software

Stay on top of industry trends to identify potential opportunities for company growth

Attend and participate in sales meetings

Stay updated with training and product knowledge

Skills:

Bachelor's Degree in Business Administration, Communications, or related field preferred

Ability to prospect and manage C-Level and senior level relationships within organizations

Familiarity with healthcare and business administrative processes preferred

Occasional travel to other company locations and trade shows

Tech savvy, experience with Wordpress and Elementor is desirable

Experience with LinkedIn and ZoomInfo is desirable

Quick, efficient computer skills and strong multi-tasking abilities

Quick, eager learner

All candidates must be eligible to work in the United States without visa sponsorship.

Self-motivated and comfortable working with little to no direction

Excellent interpersonal, verbal, and written communication skills

Ability to work in a fast-paced, entrepreneurial environment

A high degree of honesty, integrity and sound judgment

Good driving record

Due to the current COVID environment, the position will work remotely.

Application Process:

- Candidates should submit their resume and/or inquiries to hr@siswinc.com in response to the listing.
- Qualified candidates will be required to complete an application and successful background check. A signed application will be required prior to interview.
SIS NW offers a competitive benefit package. Benefits include medical, dental and life insurance, holiday pay and PTO plus cell phone allowance and mileage reimbursement.