



Job Title: Client Contact Developer
Reports to: Director of Sales

Department: Sales

Job Description

The Client Contact Developer position entails contacting potential clients to attend presentations, training, and introductory meetings. This individual will use specialized software to keep track of sequences used to contact potential clients. Contact methods include phone calls, emails, and invitations.

Basic Functions:

- Contacting potential clients to invite them to presentations, training, and meetings.
- Growing the client database
- Manage RSVP invitations
- Working with account managers regarding new client information management
- Help with new marketing campaigns

Knowledge, Skills, and/or Abilities Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess quality phone skills
- Be able to consistently reach out to clients
- Have strong core values
- Manage invitations
- Work well with team members
- General understanding of IY is preferred but not required

Additional Duties and Responsibilities:

- Attend weekly sales meetings and ensure sales opportunities are compliant with company policy.
- Develop in-depth knowledge of the service catalog and how it relates to clients' needs.
- Document internal processes and procedures related to duties and responsibilities.
- Understand processes by completing assigned training materials
- Enter all work as activities service tickets

Educational/Vocational/Previous Experience Recommendations:

High school diploma or equivalent

Benefits:

- Competitive salary based on experience and qualifications
- Health, vision, and dental benefits
- Long-term disability, retirement plan
- Performance-based incentives
- Full on the job training and support
- Fun working environment and culture
- Opportunity for advancement

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed.