



Account Coordinator / Sales Support (San Francisco, Full Time)

We are seeking a relationship oriented individual to join our sales team in a sale and account support role. Ideal candidates enjoy interacting with other people, are creative and have high follow up skills. This is not an entry level position. Also, candidates should live within an easy commute distance to our SF office as there is no public transportation but plenty of free parking.

Company Information:

SafetyMax Corporation was founded in 1991 in San Francisco and specializes in emergency preparedness consulting, training and supplies. Our current clients include the "Who's Who" of the Fortune 1000 and many of the leading employers in the country. There is a tremendous need for our products and services and were in position for rapid growth. Check us out at www.safetymax.com

Job Description:

Your primary responsibility will be to support our sales efforts. You would be spending most of your time following up with existing clients and other members of the sales team and be working with local and national business accounts.

Summary of responsibilities include:

- Track and follow up with clients and other members of sales team about business opportunities
- Put together quotes & proposals
- Set appointments and schedule activities
- Respond to new business inquiries from website and inbound calls
- Create presentations and marketing announcements
- Track and follow up with existing clients about expired products
- Manage new and existing national accounts
- Maintain and update account records in CRM system

Job Requirements:

- Strong follow-up and administrative skills
- Comfortable making outbound calls and recommending products
- Tech Savvy. Very proficient with W7, Outlook, Microsoft Excel, & MS Office applications
- Creative ability with experience putting together flyers and other promotional materials
- Excellent oral & written communication skills. 4 year college preferred.
- Outgoing, & friendly.
- Live close to our San Francisco office

IMPORTANT NOTE TO ALL APPLICANTS:

For immediate consideration, submit your resume if you have one but more importantly, write a few sentences on what caught your interest and how you meet the skills listed below. Keep it short, personal and to the point and please DO NOT send a "form cover letter" as your reply will most likely be ignored. We want to hear from you NOT SOME FORM LETTER YOU CUT AND PASTED! Show us your personality and that you read this listing. Please email to jobs@safetymax.com. Look forward to hearing from you.