



RG/2 Claims Administration LLC is a leading provider of class action notice and administration services. RG/2 is an innovative and exciting east coast based company with a national footprint, offering a wide range of rewarding opportunities.

### **The Opportunity**

#### **Sales and Marketing Associate**

We are seeking an enthusiastic sales and marketing associate with a strong work ethic and a commitment to teamwork. The sales and marketing associate will report to the COO and team up with the VP of Marketing and Sales and will have the responsibility for assisting with the many facets of the sales and marketing effort including developing new business opportunities, supporting sales goals, developing and extending various marketing programs, and proposal preparation and presentations.

#### **Key Skills, Knowledge and Abilities**

- Excellent verbal and written communication skills.
- Demonstrated experience working in sales or marketing team environment .
- Strong organizational and follow-up skills.
- Bachelor's Degree and one year experience in sales, marketing, and/or business development.
- Demonstrates strong customer relationship skills; makes customers and their interests a primary focus of one's actions.
- Uses appropriate interpersonal styles and communication methods necessary for selling services to create sales opportunities; Partners with VP of Marketing and Sales.
- Desires and acquires knowledge of the class action space in order to rapidly and effectively understand the overall needs of the customer.
- Exhibits a positive service aptitude, and can identify opportunities within existing relationships; understands competitor services and builds effective.
- Relishes ongoing, self-initiated learning; assimilates new information quickly; welcomes feedback and applies knowledge to practical use on the job.
- Self-motivated; A team player; Sales minded.
- Above average desktop computer skills in MS Excel, Word, PowerPoint, and Outlook preferred.

#### **Responsibilities**

- Work primarily with VP of Marketing and Sales in achieving sales goals, including setting up sales meetings, planning events, and tracking client contact.
- Build strong relationships within existing relationships to help identify opportunities for cross-sell, up-sell and new case opportunities.
- Assist in developing marketing materials, client news alerts and website content.
- Assist in other marketing efforts, including trade shows, topical seminars, and CLE seminars.
- Develop new business opportunities to meet trends and point of purchase resistance.
- Develop and implement strategic sales plans.
- Facilitate client meetings – both in person and/or remotely using current online presentation applications.
- Report weekly sales forecasts.
- Develop market analysis to identify customer needs, price schedules, and discount rates.
- Stay current with client needs, competition, and industry trends.
- Deliver sales presentations/proposals to prospective clients with a successful closing rate.
- Develop and manage client & agency relationships.
- Evaluate accounts.
- Manage projects to make sure that they get completed in a timely manner.
- Responsible for assisting with sales/marketing and advertising campaigns.
- Maintain active participation and membership in networking organizations.

## **Compensation**

We offer competitive salaries and an opportunity for generous commissions and bonuses, along with a comprehensive benefits package including medical, dental, 401(k) with firm match, pension and generous PTO.

## **Qualifications**

- J.D. degree helpful
- Strong communication, presentation and interpersonal skills
- Customer service orientation and experience a plus
- Sales experience and aptitude a plus
- Proficient in MS Office/internet
- Legal practice experience a plus
- Ability to travel to sales meetings, seminars and customer locations

## **Contact Information**

We encourage you to contact us if you are interested in contributing to the success of RG/2 while developing your career in a challenging and professional environment. Please send your resume and cover letter to: [careers@rg2claims.com](mailto:careers@rg2claims.com)

RG/2 is an Equal Opportunity Employer.

