



RG/2 Claims Administration LLC is a leading provider of class action notice and administration services. We are seeking to expand business development activities and are in search of a recent law school graduate with a strong entrepreneurial spirit who is interested in selling legal claims and class action 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

Client Representative - Law Firm Sales

The role of the Client Representative is to increase revenue for notice and administration services. The Client Representative will provide support to the VP of Marketing and Sales, as well as the President, by teaming on new and existing relationships and through cross-sell and up-sell opportunities.

Key Skills, Knowledge and Abilities

- 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 class action attorneys in order 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 relationships and administration services solutions to encourage preference for RG/2 Claims' services.
- 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.

Responsibilities

- Works primarily with VP of Marketing and Sales in achieving sales goals, including setting up sales meetings, planning events, and tracking client contact.
- Builds strong relationships within existing relationships to help identify opportunities for cross-sell, up-sell and new case opportunities.

- Assists in developing marketing materials and website.
- Assists in other marketing efforts, including trade shows, topical seminars, and CLE seminars.

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 required
- 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

RG/2 is an Equal Opportunity Employer.