



### **Junior Sales Associate**

The mission of Vision Government Solutions is to provide local, county, and state governments with mass appraisal and associated software and services. Vision is a leading provider of mass appraisal (“CAMA”) software and services in the United States with many exciting opportunities for growth.

**Position Summary:** The Junior Sales Associate will provide sales support for both appraisal and software sales. Specifically, this position will partner with the Sales Department to craft proposal responses, assist with developing and implementing marketing strategies, and provide other assistance required by the Director of Sales to increase Vision’s sales performance.

**Reports to:** Director of Sales

#### **Principle Responsibilities:**

- Client facing sales
- Prepare, review, and submit proposals and bids
- Gain intelligence on upcoming Request for Proposals (“RFPs”)
- Maintain RFP/RFB calendars
- Periodically review and update various proposal documents, such as the corporate or software overviews
- Work with Contracts Analyst to finalize contracts from awarded proposals
- Receive and direct marketing inquiries
- Assist with conducting telemarketing efforts
- Design, edit, print, and compile folders, presentations, and brochures for marketing efforts
- Attend and assist with the organization of various conferences
- Design, edit, distribute, and manage advertisements
- Prepare and mail annual reports to states; maintain state certificates
- Attend conferences and night meetings as required

#### **Position Skills and Abilities:**

- Bachelor’s degree required
- Superior oral and written communication skills
- Excellent organizational skills with ability to multi-task, prioritize, and manage time
- Excellent computer skills with advanced knowledge of Microsoft Office products
- Experience with Salesforce, Adobe InDesign, Acrobat, and Photoshop a plus
- Relevant sales/marketing experience a plus
- Local and regional travel up to 20% of the time

Vision is an Equal Opportunity Employer. All qualified persons are encouraged to apply.