

Sales Support Specialist (Part Time)

About the Role

The Sales Support Specialist will provide high-level sales assistance by working independently as well as collaboratively as part of our Sales team. The part-time Sales Support Specialist will be responsible for contract creation through Salesforce and executing assigned follow-ups tasks related to sales leads and opportunities. The Sales Support Specialist will work hands on with A-LIGNs Salesforce application as A-LIGN supports its sales efforts through the use of Salesforce.

Reports to: Sales Support Specialist

Pay Classification: Part Time, Non-Exempt

Responsibilities

- Monitoring the pardot web/ppc leads
- Setting up the sales meeting
- Writing thank you cards
- Sending out survey emails
- Setting up leads in Salesforce and managing leads
- Date changes
- Formatting engagement letters

Minimum Qualifications

- Pursuing Bachelor's Degree in relevant discipline
- Experience in Sales or Marketing field
- Ability to work in a fast-paced environment
- Ability to work individually as well as part of a team
- Ability to meet deadlines
- Excellent communication skills
- A high degree of motivation
- Excellent organizational skills

What we can offer you

- Generous holidays time off schedule
- Office closure December 24 – January 2
- Downtown Tampa parking allowance

About A-LIGN

A-LIGN is a rapidly growing full-service security, assurance, and compliance solutions firm with extensive experience in providing:

- SOC 1: SSAE 18 Examinations
- SOC 2: AT 101 Services
- PCI DSS Assessment Services
- FISMA Security Assessments
- ISO 27001 Certifications
- FedRAMP Security Assessments
- HIPAA and HITECH Services
- Penetration Testing and Vulnerability Assessments
- A-LIGN is a licensed CPA firm, QSAC, accredited ISO 27001 certification body and accredited FedRAMP 3PAO.

Our clients are located throughout the United States, Europe, and Asia, and include a significant number of publicly traded and Fortune 1000 companies, as well as privately held organizations of all sizes.

Our Values

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?