



## **JOB ALERT: OPEN REQUISITIONS: 9/17/2011**

**Customer Service /Sales Administrator  
San Bruno, CA**

### **Job Responsibilities:**

- Responsible for timely and accurate quoting of technical equipment/products to federal buyers.
- Need a strong technical aptitude.
- Product Knowledge – over 60,000 SKUs. Many products have different compatible options. Need to be able to advise the customer which compatible options go with each model.
- Maintain records of calls and contacts made
- Need to be able to handle approximately 70% of all quotes in a “routine” manner with out the assistance of the sales team.
- 30% of orders will require senior involvement, direction, and guidance.
- Work with in a group of 3 responsible for customer satisfaction.
- Other duties as assigned

### **Mandatory Requirements**

- 3-4 years customer service/administrative
- Workflow/CRM experience
- Experience giving quotes to customers on the phone
- Work with quote templates and reviewing terms and conditions for accuracy
- Technical aptitude from products/gadgets
- Positive attitude, clean cut, articulate, capable, and smart
- Flexible work schedule during peak periods (August – October extended hours)

<b>INSIDE SALES REP</b> <b>San Bruno, CA</b>
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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Promote the sale of products through direct solicitation via email, telephone, and social media
- Maintain a territory with a sales quota
- Build and maintain relationships with principle's sales representatives
- Build and maintain customer relationships including relationships with procurement officials, end-users, and support personnel
- Maintain records of calls and contacts made
- Respond to a steady supply of leads generated by business development and marketing activities
- Compile lists of prospective customers for use as sales leads based on information from trade shows, direct mail responses, aged leads, principles, business directories, web sites, and all other sources
- Work with outside business development representatives to keep account activities up to date
- Investigate and resolves customer problems
- Other duties as assigned

**KNOWLEDGE AND EXPERIENCE:**

- Bachelor's degree required
- A minimum of 3 years experience in selling medical or scientific technology products
- Proven record of sales success converting leads
- Solid experience with maintaining digital records of customers and sales related activities via CRM, ERP, or similar
- this role may require a minor amount of travel

**PROFICIENCIES**

- Excellent selling skills and be detail oriented
- Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information.
- Good interpersonal skills with the ability to work effectively with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Ability to assess priorities and work well under pressure; good time-management skills
- Strong analytical ability with active listening skills
- Willingness to adapt to changing business needs and deadlines
- Exhibit a professional, businesslike appearance and demeanor at all times

<b>Sr. Contracts Specialist / Manager</b> <b>San Bruno, CA</b>
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#### ESSENTIAL DUTIES

Responsible for all aspects of contracts / contracting

Managing current federal and state contracts, BPAs and other federal purchasing vehicles

Reviewing / assisting with all product and pricing modifications

Liaison between internal and external (manufacturers) constituents when issues / questions arise

Ensuring sr. mgmt. is apprised of all contract modifications status

Applying for new contracts

Responding to requests from federal contracting officers,

Overseeing quarterly/annual and extension based audits & reviews,

Ensuring contract compliance

Providing recommendations to senior staff on changes to contract requirements

\*This is not procurement, contract compliance or managing relationships with large prime contractors. This role requires light travel, typically 3 to 7 days per quarter.\*

#### PROFICIENCIES

Excellent written and oral communication skills; communicate effectively and project a professional image.

Strong interpersonal skills; able to work effectively up, down and across the organization.

Highly organized, structured, able to meet deadlines and manage workflow.

Work independently and as a team member.

Very good judgment with the ability to make timely and sound decisions

Proven leadership and business acumen

Strong organizational, problem-solving, and analytical skills

Ability to manage priorities and workflow; work well under pressure

Versatile, flexible, and willing to work within constantly changing priorities with enthusiasm

Acute attention to detail

Fluent in federal contracting; interpret complex laws, regulations, and /or policies

Maintain confidentiality.

Adapt to changing business needs and deadlines.

Professional appearance and demeanor

Power user of Excel, able to write database queries and small programs

#### EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) in related field or equivalent

Four to six years related experience or equivalent

<b>Director of Marketing Programs – (Direct Ad Sales Programs) San Bruno, CA</b>
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Sell, direct and help execute direct marketing strategy and programs for clients and partners at our technology start-up.

Create, manage and make sales pitches to diverse group of current clients that have existing relationships with our company and to new high quality prospects.

Work directly with highly creative internal teams in marketing, sales, content, and engineering to manage and implement client marketing and advertising programs.

Serving Global 1000 companies like Agilent, Applied BioSystems/Life Technologies, GE, JDSU, Lumenis, and Anritsu as partners and clients, we also serve industry leading specialty technical, scientific and medical companies. All look to us for creative, successful and measurable direct marketing and advertising solutions.

Some of the items you will sell, use or develop include:

- 6 e-commerce sites
- 7 content-focused industry blogs
- Targeted email campaign system
- Custom print and online catalogs and direct mail
- Innovative promotional items and giveaways
- Onsite and online demo programs
- In-house telemarketers
- Web advertising and 2.0 applications
- Proprietary 1.4+ million end user and prospect database
- Proprietary web-based campaign management, CRM and workflow tools

Requirements:

6+ years in business to business (B2B) direct marketing or ad sales environment.

Experience pitching and closing Director/VP/CMO-level clients on direct marketing and advertising programs.

Program or project management experience creating and executing campaigns.

Unflappable self starter who works with minimal oversight with start-up attitude.

Experience selling and managing direct marketing or advertising programs to precision instruments, laboratory, medical, IT hardware, software, cloud and other technology or scientific companies.

<b>Sr. SAP Global SD Project Manager (Senior Role)</b> <b>San Jose, CA</b>
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Responsibilities:

- Manage complex Sales and Distribution projects including global projects.
- Assist in the development of business strategies for process and system improvements in the Sales and Distribution area
- Provide application functional support and implementation for the SAP SD and MM modules
- Create comprehensive and high quality design documentation including configuration and functional design documents
- Develop test cases, execute testing and coordinate testing with business representatives

Mandatory Skills/Requirements:

- Demonstrated global project management experience leading teams
- Capable of working on highly complex projects that require in-depth knowledge across multiple technical areas and business segments
- 8 years experience and thorough understanding of SAP SD functionality and configuration, specifically Sales Orders, Invoicing, Pricing and Billing
- Demonstrated understanding of SD integration with other SAP modules
- Experience with SAP 4.6c / ECC 5.0 or higher
- Ability to perform all tasks within the software development lifecycle at a senior level, including the ability to lead design discussions and workshops with business area management and document business processes
- Good analytical, conceptual and problem solving skills to evaluate business problems and apply knowledge to identify appropriate solutions
- Ability to communicate effectively both orally and in writing; ability to communicate with customers, associates and management
- Track record of working effectively as part of a team

Preferred Skills/Requirements:

- Ability to work on multiple project requests simultaneously while meeting tight deadlines
- Experience with the semiconductor sector
- Experience working in a global organization
- Knowledge of or experience with the ModelN CRM system considered beneficial

Education:

B.S. in Computer Science or related degree  
PMP Certification

<b>Sr. SAP FI Project Manager</b> <b>San Jose, CA</b>
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Responsibilities:

Manage large scale finance IT projects.

Assist in the development of business strategies for process and system improvements in Finance

Effectively liaise with the business community and translate business requirements into effective IT solutions

Provide application functional support and implementation for the SAP FI module

Create comprehensive and high quality design documentation including configuration and functional design documents

Monitor software product developments/trends to ensure a productivity and competitive edge

Mandatory Skills/Requirements:

Demonstrated project management experience leading small teams

Capable of working on highly complex projects that require in-depth knowledge across multiple technical areas and business segments

Thorough understanding of SAP FI functionality and configuration

Demonstrated understanding of FI integration with other SAP modules

Experience with SAP ECC 5.0

Ability to perform all tasks within the software development lifecycle at a senior level, including the ability to lead design discussions and workshops with business area management and document business processes.

Good analytical, conceptual and problem solving skills to evaluate business problems and apply knowledge to identify appropriate solutions

Ability to communicate effectively both orally and in writing; ability to communicate with customers, associates and management

Track record of working effectively as part of a team

Preferred Skills:

-Ability to work on multiple project requests simultaneously while meeting tight deadlines.

-Experience with SAP CO, Hyperion, the semiconductor sector, in a global organization

-Experience with SAP BI/BW is a plus

-Accounting knowledge

Minimum Years of Experience:

The ideal candidate will have 8+ years providing Finance Applications support.

Education Requirements:

-B.S. in Accounting or Computer Science

-PPM Certification

-Certification in SAP FI

**SALES MANAGER – FEDERAL SALES / BUSINESS DEVELOPMENT**  
**Herndon, VA /Washington DC**

**Responsibilities:**

- Increase company's revenue from federal, state and local government buyers
- Follow up on issued quotes
- Develop relationships with purchasing / contracting officers in branches of federal, state + local government East of the Mississippi
- Work closely with vendors' sales teams to find and close business
- Qualify and close relationships with manufacturers looking to increase revenue from federal government.
- Work closely with company VPs on business development projects including face-to-face meetings, gatherings, lunch + learns, etc. to promote company's value proposition.
- Work closely with company's VP marketing to develop outbound lead generation campaigns
- Work closely with company's VP Marketing to sell marketing programs into vendors.
- Regularly apprise and update management of deal status.
- Periodic account / prospect / vendor reviews required to include account activity, plan execution, and market penetration.

**Requirements:**

Minimum 7 years experience in technology sales.

Experience, knowledge, and understanding of federal sales

Strong, provable track record of over-achievement and consistent quota attainment.

The ideal candidate's profile includes: intelligence, strong moral fiber, flexibility, experience, energy, decisiveness, self-management, motivation, creativity.

Ability to achieve results working within federal government and federal government sales groups of large, complex organizations.

Strong business acumen with an ability to apply same to opportunities within target accounts.

Proven experience selling and developing business relationships at the VP level

**Important instructions for submitting your resume:**

If you meet the "mandatory" skills and requirements above and you are interested in the opportunity, please do email your resume in a Word Doc with the title in the subject line to: [donna@affinitypeoplesolutions.com](mailto:donna@affinitypeoplesolutions.com)

Please understand that I receive many resumes from people who do not have the mandatory requirements and it causes a lot of excess work to go through the resumes. I request you please only submit your resume when you meet the requirements.

If this position is NOT right for you... please feel free to forward to anyone that you respect – personally or professionally – that might benefit.

*Thank you, I greatly appreciate your help! Donna*

