



Job Title: Sales Support Specialist

The Company:

StarChase, LLC is a public safety technology company that specializes in GPS tagging and tracking solutions for law enforcement (local, state and federal) and defense agencies in the United States and overseas.

Job Description:

The sales support specialist reports directly to the Vice President of Business Development and is responsible for supporting various aspects of the company's sales and business development initiatives including pipeline management, database management, program management and channel partner programs. The position is based in the corporate offices in Virginia Beach, VA.

Responsibilities:

- New Business/Account Support: Provide support for developing and implementing new business clients, assist with agency proposals including sales and marketing kits, assist in all facets of organizational sales events, draft reports, and assist with department administrative support
- Trade Show Support: Assist in all facets of event coordination, including ordering booth materials, scheduling travel, creating mailing lists, coordinating promotions, and organizing and shipping show materials
- Travel Planning: Assist with scheduling travel for sales and account management
- Inter-company coordination and execution on behalf of the sales team with marketing, service delivery and administration departments
- Coordinates communication efforts to agencies and channel partners

Job Requirements:

- Hours: 40 hours per week
- Professional Experience with Outlook, Word, Excel and PowerPoint
- Excellent interpersonal and communication skills
- Three years of similar business experience, an Associate's Degree in a related field, or a combination of both.

Qualifications:

- Prior sales, marketing and program management experience preferred
- Prior CRM database experience a plus
- Associates Degree or higher, and at least five years of business experience

Interested candidates submit resume and salary requirements to: careers@starchase.com

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