



**JOB OPENING:
SALES SUPPORT ASSOCIATE**

COMPANY OVERVIEW:

Linkwell Health is a transformative, Boston-based marketing services firm dedicated to improving Health and Wellness in America. We create and operate an expanding suite of innovative and powerful tools (direct mail, digital, mobile and social) that connect Consumers, Health Plans, Retailers and Brands. Our unique programs help consumers set simple, achievable goals that lead to positive lifestyle changes, while building awareness, trial and brand loyalty for our clients.

Linkwell Health is a fast-growth, entrepreneurial, venture-backed company which is looking to further expand its team of exceptional professionals. We are currently working with over 17 Health Plans across the country, and expect to double the client base over the next 12 months. Our ever-expanding list of advertisers includes leading food manufacturers such as Kellogg's, Quaker Oats and Campbell Soup Company. The members of the Linkwell Executive Team and Advisory Board bring decades of extensive experience in the healthcare and marketing services industries.

Linkwell Health was founded by healthcare/consumer packaged goods/marketing services professionals. The company is backed by Spark Capital and HLM Ventures. We are based in Boston.

JOB RESPONSIBILITIES:

Sales Support Associate

Manages all activities to support the Partnership Sales and Account Management team

Strong team player needed to support sales and account management groups in a fast-growing early-stage marketing services organization. Must be detail-oriented, take the initiative and possess excellent communication and organizational skills. This position requires a person who can multi-task, prioritize and re-prioritize on a daily basis. Associate must be tech-savvy, creative and have expertise in PPT, Excel and Word to help develop impactful presentations to customers.

Specific tasks

- Tracking/analytics: track volumes and targets and report on a regular basis
- Sales mailings: put mailings together, track what went out, categorize leads from mailings, track success of leads to define future similar tactics
- CRM support: resource for team on Salesforce.com, create reports, run reports for group, enter data, update as needed, etc.
- Contracts: trafficking, making changes to, keeping accurate hard and electronic copies of contracts, maintain client files
- Research: web searches for contact names, prospect research, constantly track news on existing client base
- PowerPoint support: assist team in creating ppt decks, trouble-shoot as necessary
- Invoices: Track and send all health plan client invoicing
- Administrative tasks: setting up or coordinating meetings, sending email reminders, assist in meeting prep, FedEx/mail packages as necessary, etc.
- Travel: Book travel arrangements

Requirements

- 1-3 years experience
- Proficient in PowerPoint, Excel, Word, Salesforce.com
- College graduate
- Attention to detail, follow-through
- Comfortable in a fast-paced environment
- Can-do attitude—willing to roll sleeves up to get the job done!