

# **Inside Sales & Marketing Coordinator**

**(Part-Time; 20-25hrs/week)**

Caretaker Medical, a developer of innovative wireless patient monitoring devices is seeking an **Inside Sales Coordinator** to join our growing team in Charlottesville VA. We offer flexible work hours averaging 20-25 hours per week in a diverse, casual, office environment.

## **Job Description**

We are looking for well-organized, self-motivated professional to support our global field team and sales process from our Headquarters location. The successful candidate will act as the central point of contact for our sales team, follow-up on customer inquiries, handle customer on-boarding, and provide administrative support to our customer-facing team. This Part-Time position provides flexible work-hours, bonus potential, and could grow to full-time. No travel is required.

## **Key Responsibilities**

- Act as the primary liaison between our field sales team and other corporate resources to facilitate effective communications and provide rapid issue resolution
- Assess, qualify and respond to incoming sales inquiries; track and follow-up as appropriate
- Assist Sales team with customer proposals/quotes, demo scheduling, and lead tracking
- Lead Customer On-Boarding and Order Processing/Fulfillment Processes
- Manage Customer Records and ensure proper documentation requirements are met
- Create Sales Reports, Performance Metrics, and Data Analysis
- Coordinate, execute, and measure outbound marketing programs
- Assist in the preparation and coordination of promotional materials and events
- Respond to customer issues and facilitate post-sales support when requested
- Assist with customer account management, fulfillment, billing, and reporting
- General office administrative and support to Senior Management team as needed

## **Key Requirements**

- Experience in sales coordination, marketing support, administration, or customer service
- Excellent verbal and written communication skills
- Well-organized and results-driven, with an aptitude for creative problem-solving
- A team player with initiative, integrity, a winning attitude
- Ability to juggle multiple priorities and work across departmental boundaries
- BS/BA in business administration or relevant field or equivalent work experience
- Experience in medical device sales and support desired, but not required
- Strong computer skills (MS Office, Email, WebEx, Online Tools, Social Media)

**Send Resume and Cover Letter to: [Inquiry@CaretakerMedical.net](mailto:Inquiry@CaretakerMedical.net)**