

# Sales Administrator

InSight Telepsychiatry – Business Development

## Position Summary

InSight Telepsychiatry is seeking a sales administrator with the ability to lead others towards driving results. This dynamic and confident individual will provide the essential management of processes that support the objectives of business development and sales. The right candidate is someone who can be a part of and motivate a fast-paced, mission-driven team. The sales administrator role is responsible for overseeing all functions related to sales, and will help to improve the productivity of field sales executives by assisting with data review, analysis and reporting. This position contributes to the quality of customer service and the achievement of sales targets. This person reports to the director of business innovations.

## Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to transform access to quality behavioral health care through innovative applications of technology. InSight has two decades of experience with telepsychiatry, and serves hundreds of organizations across the country with its on-demand, scheduled, connected services and Inpathy divisions. InSight is uniquely positioned to offer scalable telepsychiatry services in settings across the continuum of care. InSight has a diverse provider team, a robust internal infrastructure and a history of adapting its programs to fit the needs of a variety of different settings and populations. [www.InSightTelepsychiatry.com](http://www.InSightTelepsychiatry.com)

## Job Responsibilities

- Manage the proposal/contracts review and approval process
- Manage sales pipeline, ensuring CRM data is complete and up to date
- Support the sales to operations hand-off during pre-implementation
- Manage budgeting and expense reports for the sales team
- Assist in planning and executing key marketing and sales initiatives to drive the prospect pipeline
- Process invoices for sales transactions
- Assist with conference planning and execution
- Track, compile and report data such as KPI/benchmarks to the sales team
- Support the sales force with general operations to help reach the team's objectives
- Support the external and internal quality review process
- Process staff timesheets
- All other duties as assigned

## Job Requirements

- Bachelor's degree
- Minimum 3 years of related experience
- Proactive communication and problem solving skills
- Expertise with Excel and Salesforce
- Independent worker

- Demonstrates organization and time management skills
- Demonstrates ability handling multiple and shifting priorities
- Comfortable working with a remote team

### **Ideal Candidate**

- Healthcare sales and office management experience
- An adaptable team player who enjoys helping others succeed
- An individual looking to make an impact and grow responsibilities over time
- Highly organized, detail oriented and analytical

### **Logistics**

- Position available July 1, 2018
- Full-time
- Position based in Lynchburg, VA, Washington, DC or Marlton, NJ
- Reports to the Director of Business Innovations

To apply, please send your resume and a customized cover letter to [recruiting@in-sight.net](mailto:recruiting@in-sight.net).

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.*

EOE M/V/F/D