

## SALES ASSOCIATE

COLUMBIA Technologies, a high-tech environmental services company, is hiring an additional Sales Associate to be responsible for sales activities, from client inquiries and RFPs through closing of sales.

This is an opportunity for someone to step into a highly visible position and help grow the company's sales. We need someone who learns very quickly, has a "can do" attitude and is able to work independently right from the start, although intensive training will be provided over a short time period. Previous experience in sales/marketing and generating complex proposals and bid documents (particularly for federal government agencies) is highly preferred. A bilingual individual is preferred.

Individual selected for this position must be able to start no later than mid-February.

## PRIMARY FUNCTIONS

- Review client RFPs and determine suitability for bidding.
- Develop and modify, when appropriate, pricing and proposal models.
- Prepares effective Proposals and Cost Estimates that identify prospects' business problems, the effects of the problems, and the COLUMBIA Technologies solutions to their problems. Submit Proposals and Costs Estimates to clients and performs appropriate follow-up.
- Locate appropriate sub-contractors as needed. Negotiates prices and terms of service agreements.
- Schedule equipment and personnel for all projects.
- Maintain contact with client before, during and after project.

## REQUIREMENTS

- 4-year college degree.
- Bilingual individual preferred. English and Spanish and/or Portuguese.
- 2-5 years' experience in sales and/or marketing and/or as sales administrative assistant, preferably in a technical services business.
- Knowledge of proposal development lifecycle, federal government procurement process (preferred) and proposal generation.
- Highly organized with a positive "can-do" attitude; ability to quickly adjust to numerous deadlines, schedule and requirements changes.
- Ability to communicate effectively with customers.
- Ability to use computer systems and software, both local and online.

## JOB SPECIFICS

- Full-time; Flexibility to work extended hours, evenings and weekends, as required.
- Location: UMBC South Campus, Catonsville, MD.
- Salary: Negotiable.

## APPLICATION PROCESS

- Submit cover letter and resume via email only to [RECRUITING@ColumbiaTechnologies.com](mailto:RECRUITING@ColumbiaTechnologies.com)
- No phone calls please.
- Principals only, no recruiters.
- Deadlines: Telephone and personal interviews for selected candidates by end of January; selected candidate must be able to start work by mid-February at the latest.