



September 1, 2017

Position - List Broker

Job Code – Exempt

Location - Remote

Growing company currently seeking an outgoing person with experience in Customer Service and Sales, to join us!

If you have experience working directly with clients, are self motivated, organized, eager to provide top notch customer service to your clients and have at least 2 years direct marketing experience we have a great new career for you!

Responsibilities – Source and recommend internal/external direct marketing postal lists and email lists for healthcare marketing clients. Nurture and grow your existing customer base and develop new clients who can utilize our information resources effectively. Candidates should possess solid phone and effective writing skills to provide exceptional customer service and sales messaging. Knowledge and experience with cloud computing and Windows applications and the ability to manage multiple projects is a must.

Education and Experience:

- Education: Degree in Marketing, Digital Marketing or Business Administration
- Experience: 2+ years' experience in the related field preferred.
- Located on the East Coast of the US
- Proficient computer skills: Microsoft Office including Word, PowerPoint, Excel. CRM knowledge and experience desired
- Good interpersonal and communication skills.
- Good team work spirit and willingness to work under pressure, Self-motivated, energetic, organized, and results oriented
- Excellent organizational and interpersonal skills, including the ability to successfully work with internal and external customers
- Ability to manage multiple projects simultaneously with a high degree of independence

Preferred Experience:

4+ years experience as a List Broker/List Manager/Account Coordinator in Healthcare
Experience with Nextmark and SRDs