

BLACKWOOD ASSOCIATES INC.

INNOVATIVE SOLUTIONS FOR NETWORK CHALLENGES™

Blackwood Associates, a reseller of network monitoring and security tools to government and commercial customers, is seeking an energetic professional to join our sales team at our office in Annapolis, MD. Blackwood Associates is a family run, ethics based business, and we are looking to hire professionals that will continue to keep BAI growing while adhering to the strictest standards of professional behavior. If you have a positive attitude, strong work ethic, great attention to detail, high integrity, and the willingness to learn, then we want to talk to you!

INSIDE SALES/CHANNEL ACCOUNT MANAGER

Responsibilities:

- Assist Sales Representatives with customer accounts, including quote preparation, telephone calls, troubleshooting and marketing
- Promote the sales of products through inside sales service
- Contractual qualification of resellers and partners for distribution channel
- Preparation of distribution channel quotes
- Management of reseller and partner accounts receivable
- Maintenance of Warranty Reports and Opportunity Registration Log
- Prepare reports of business transactions.
- Follow-up with customers for product updates
- Investigate and help resolve customer problems.

Requirements:

- College degree required.
- Sales or marketing experience a plus.
- Excellent oral and written communication skills.
- Proficient in Microsoft Office including Excel.
- Ability to work in a fast paced environment.
- Ability to multi-task.
- Must have strong time management skills and be detail oriented

Benefits:

As part of “Team Blackwood”, you can expect to be rewarded for a job well done. You can also expect to work in a fun, collaborative, and open-door environment. At BAI we offer hands-on training as well as a benefits package that is outstanding in the industry including:

- Competitive Salary and Incentives
- Healthcare Coverage
- Various Expense Account Benefits
- Generous paid vacations and holidays
- Retirement Plan
- Company-Sponsored Trips and Activities

Blackwood Associates is an equal opportunity employer. Give us a call today to get your career started!

Please forward your resume and cover letter to Mindy Mansager:

Mindy@BlackwoodAssociates.com

-Or-

Blackwood Associates, Inc.

1835-G Forest Drive.

Annapolis, MD 21401

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