



POSITION DESCRIPTION

Title	Sales Consultant
Position Level/ Pay Grade	PG 7
Location	Wilmington, DE (Negotiable)

Purpose	RDC is a leading provider of AML/KYC Compliance solutions which mitigate reputational, financial, and legal risk for many the world's largest institutions. The incumbent in this position will provide sales support to the Sales team. Responsibilities will include serving as a liaison to the each department, analyzing data, researching prospect companies and developing presentations.
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KEY RELATIONSHIPS

Immediate Supervisor	Director- Sales Team
Positions Supervised	<u>Direct Reports</u> – (0) <u>Indirect Reports</u> – (0)

CORE COMPETENCIES & SKILL REQUIREMENTS

1. Experience in risk mitigation, especially related to regulatory compliance
2. Understanding of operational and technical infrastructure of financial firms
3. Proficient with Administrative software (MS Word, PowerPoint, Excel, ...)
4. Experience with Sales Force Automation and/or CRM software
5. Strong sense of customer service
6. Excellent organizational and administrative skills
7. Ability to create and modify marketing materials for clients
8. Ability to handle multiple and changing priorities

9. Ability to work effectively, independently and in a team environment.
10. Excellent communication skills verbal and written
11. Three to five years senior management administrative experience

KEY RESPONSIBILITIES

1. Coordinate administrative operations or functions such as coordinating organizational operations or components of functional programs, tracking workflow and resolving problems, providing guidance and consultation to management, customers and others on administrative matters.
2. Data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
3. Create reports which includes combining and presenting data from multiple sources in an organized format using PowerPoint, Word, Excel, Salesforce.com, Quark or other software
4. Experience in using standard computer software programs for word processing, spreadsheets or databases.
5. Deliver top-notch administrative support to the sales team members including hospitality, schedule management, client contact, phone coverage, expense report compilation and other administrative needs.
6. Coordinate multiple calendars, meetings and travel arrangements
7. Act as the liaison with vendors and out side clients
8. Lead or participate in event planning as well coordinate conference.

COMPENSATION

Competitive salary and benefits