



First Nonprofit Group
An AmTrust Financial Company
POSITION DESCRIPTION

POSITION TITLE: Sales & Marketing Assistant

REPORTS TO: Assistant Director, Sales & Marketing

Provides support and assistance to sales and marketing staff. Strong writing skills required. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Familiar with standard Microsoft applications and above average knowledge of Excel. Above average knowledge of Publisher a plus. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

- Sales
 - Creates and maintains prospect files and records
 - Prepares documents used in quote and enrollment packets
 - Prepares underwriting/pricing exhibits
 - Assists with processing and delivery of new accounts/renewals
 - Provides account management support for FNG sales staff, as needed
 - Communicates with agents/brokers, clients, and FNG sales staff

- Marketing
 - Creates content to be used in print and online marketing materials
 - Coordinates event logistics for conferences, seminars/webinars, meetings
 - Provides reports/requested data for use in marketing efforts

- Customer Service
 - Assists with renewals process
 - Maintains customer files and records

QUALIFICATIONS:

- High school diploma or equivalent with reliable experience in a comparable position.
- Good communication and organizational skills including the ability to deal with the public and work independently with minimal supervision and follow-up.
- The ability to prioritize work, meet deadlines, and work with a high degree of accuracy
- Basic knowledge of office machines, copy, fax machine, etc.
- Working knowledge of modern office practices and procedures.
- Ability to lift up to 40 pounds.
- Ability to work in a paperless environment with a WINDOWS operating system.
- Average Typing Skills.
- Ability to work Monday through Friday during normal working hours.
 - Will start part-time at 30-36 hours per week
- Ability to sit for long periods of time.