

**MEMO Financial Services, Inc (MEMO) a leading money services business located in Camp Hill, Pennsylvania is seeking a talented and experienced Sales Support Coordinator. MEMO is a licensed money transmitter offering alternative financial services to over 3,400 retailers in 24 states, with significant national expansion opportunities.**

**Summary Job Description –**

**Job Title: SALES SUPPORT COORDINATOR**

**Position Purpose:**

The purpose of this position is to support the efforts of the Sales and Marketing department with designated sales and marketing activities.

**Organization Role:**

Position falls under the management and direct supervision of the Marketing and Product Development Manager. The position works closely with the Sales and Marketing Specialist, Sales Representatives, National Sales Director, Credit and Operations staff, Marketing and Product Development Manager, Help Desk, MEMO Agents and Customers daily.

**Job Scope:**

Serve as the primary point-of-contact for sales leads that come to MEMO by phone, fax or by email, capturing necessary information for MEMO sales representatives. Review MEMO agent sales paperwork and documentation for completeness and accuracy. Provide back-up for Sales and Marketing Specialist in handling sales and marketing administrative tasks. Provide follow-up and monitoring of lead records through CRM. Manage agent communication database to ensure phone numbers, fax numbers and email addresses are captured and accurate.

**Essential Qualifications and Competencies**

High school diploma with 2 years of experience working in a related field that involves customer interaction or service.

Demonstrated analytical ability.

Superior organizational skills and attention to detail with the ability to consistently meet deadlines and handle fast-paced work environment, multiple projects and priorities.

Demonstrated communications skills, with the ability to handle difficult situations with tact, using a professional approach.

Excellent communication skills with demonstrated writing and proofing ability.

PC literate with Microsoft Office, database and Internet research proficiency.

Ability to stand and move around the office as much as 20% of the time.

Ability to lift boxes of paper and mail bins weighing up to 40 lbs.

Familiarity with use of the following software is required:

PC; Windows operating system

Microsoft Office

Experience with Microsoft Dynamics CRM and iSeries software a plus.

**This position reports to the Marketing and Product Development Manager. If interested in applying, please submit a cover letter and resume to:**

**Brian Posey, Marketing and Product Development Manager at [bposey@memoco.com](mailto:bposey@memoco.com)**