



Job Title: Sales Support and Onboarding Specialist

Fair Labor Standard Act Status: Exempt

Summary:

As a dedicated Sales Support hire at Runbeck Election Services (RES), you'll have a unique opportunity to support and enable our sales team with this brand new role. You will be responsible for customer onboarding and sales support once a deal is closed. This includes owning the handoff process from Sales to all appropriate internal departments including but not limited to Field Services, Client Services and Accounting. You will also be responsible for managing trade shows and conferences by attaining sponsorship and registration, coordinating accommodations and travel and managing the process for all other necessary logistics. The ideal candidate will be a team player and able to collaborate with the direct sales team, the support organization and the company as a whole. RES seeks candidates with: strong character, self-motivation, solutions-oriented, the love to win and who are excited about the election services industry.

Responsibilities:

- Customer Onboarding
- Owning the internal handoff process once a deal is closed
- Managing the process and organizing all items related to trade shows and conferences
- Represent RES with the highest level of integrity

Key Requirements:

- Bachelor's Degree
- 1–2 years of sales support experience
- Ability to effectively manage time
- Strong relationship-building skills
- Effective communication skills
- Works well with the entire sales team as a collaborative contributor to our overall goals
- Independent problem solver—brings solutions to challenges
- High sense of respect for clients and colleagues

Additional Information:

- Compensation includes a base salary along with benefits

Work Authorization:

- Must be a US Citizen

Please send resumes to jobs@runbeck.net

Join the Runbeck Team today! Inquire at Jobs@Runbeck.net

Runbeck Election Services
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