



## ***Assessment Solutions Consultant***

### **Job Description:**

#### **Company Background:**

Assessment Systems Corporation (ASC) is a leading provider of robust web-based assessment platforms built upon leading-edge psychometric science, automation, and artificial intelligence. Our mission is to improve career and educational opportunities by modernizing the assessment design and delivery process at organizations that administer tests. By joining our team, you can directly make an impact by improving the many decisions that are made every day using high-quality assessments, from Certification/Licensure to Education to Pre-Employment. Learn more at [assess.com](http://assess.com).

#### **Summary of Position:**

The primary purpose of this fully remote position is to drive revenue growth by educating inbound leads about our product, evaluating fit on both sides, and driving the opportunity to close. There is substantial opportunity with inbound leads alone, but strategic outbound and partnership efforts are welcome. The ideal candidate will thrive in the long game, building relationships on trust and expertise.

#### **Responsibilities:**

##### **Inbound**

- Qualify inbound leads
- Understand our clients and products, to be able to effectively recommend solutions
- Schedule and perform demonstrations
- Answer questions about our software products and consulting services (e.g., job analysis, standard setting, statistical analysis)
- Recognize the need to bring in additional expertise from other team members
- Provide pricing proposals; informal for smaller deals, lengthy/formal for larger deals
- Consistently follow up with leads to determine if valid opportunity or not

##### **Respond to RFPs**

- Serve as point of contact for RFPs
- Manage the response process, including checklist of necessary materials
- Prepare a written proposal, leveraging content from past proposals and subject matter expertise of our team



### **Outbound**

- Reach out to our database of 10k past inbound leads (downloaded free materials from our website)
- Source new opportunities on LinkedIn, with a very soft approach, typically recommending free resources

### **Cultivate our brand**

- Maintain a strong presence on social media
- Present and network at professional conferences
- Evaluate new areas of potential growth, such as third-party partnerships or resellers, or fit of our solutions into certain markets
- Contribute to marketing efforts, such as email marketing, social media posts, and blog posts

### **Administrative**

- Manage pipeline
- Log all revenue opportunities in the CRM
- Report to management weekly
- Achieve quarterly and annual goals

## **Requirements:**

### **Required**

- Bachelor's degree in relevant field
- At least 2 years of experience in enterprise SaaS sales, preferably in EdTech, Test Prep, HR/training, or other assessment-related area
- High level of organizational skills
- Excellent speaking, writing, and presentation skills
- Proficiency in Microsoft Office suite and Google Suite
- Highly motivated self-starter with the initiative to close deals and resurface old opportunities

### **Preferred**

- Experience with Zoho CRM and Campaigns
- Experience in writing blog posts
- Strong professional social media presence
- Understanding of, or experience in, high stakes testing
- Multicultural awareness
- Language skills beyond English
- Strong initiative, able to work independently in a fully remote company
- Desire to learn and update job knowledge



### **Additional Information:**

Assessment Systems offers competitive compensation and benefits. As an employee, you will have access to cutting edge technologies in a thriving industry while working in a fun, professional, and positive environment. You will have excellent opportunities to excel and to be rewarded for that effort. To join our successful team, please forward your resume, cover letter, and compensation expectations via email to [jobs@assess.com](mailto:jobs@assess.com).

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This job operates in a professional, casual dress, office environment. This role routinely uses standard office equipment such as computers, phones, printers, and filing cabinets.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feels; and reach with hands and arms.

### **Expected Hours of Work**

This can be a full-time or part-time position, and hours of work and days are typically Monday through Friday, 8:00 a.m. to 5 p.m. CT. Some flexibility for hours outside this range are required because of international clients.

### **Travel**

Up to 10% (currently 0% with pandemic)

Assessment Systems is an Equal Opportunity Employer.

Assessment Systems is an E-Verify participating employer.

Employment is contingent upon a successful background check.