



Job Description

Inside Sales Administrator

Company Overview

Believe.

Call us crazy but here at GPMF Holdings we firmly *believe* that information technology can have a profound impact on the healthcare system. We *believe* that IT can help deliver the right care, at the right time, at the right cost, and improve the clinical experience in the process.

GPMF Holdings has created a healthcare technology ecosystem dedicated to developing and implementing the processes and technologies that make the delivery of healthcare better for patients and providers alike. Each member of the GPMF family of companies shares a common belief in the healthcare quadruple aim; enhancing the patient experience, improving population health, reducing costs, and improving the work life of doctors and nurses.

GPMF Holdings is made up of the following companies:

- VertitechIT – Infrastructure Design and Implementation
- Nectar Strategic Consulting – Digital Health Strategy
- baytechIT – Managed Services
- Liberty Fox Technologies – Software Application Development and Consulting
- akiro – Healthcare Business and Financial Advisory Services

We *believe* the companies in our unique healthcare ecosystem can make healthcare better. Healthcare focused. IT minded. *Believe it.*

Role Title

Inside Sales Administrator

If you have a passion for sales, are exceptionally organized, and understand that tenacity and follow-up are defined by picking up the phone (and not waiting for someone to return an email!), this opportunity may be for you. This position reports directly to the Executive Vice President of Sales and Strategic Partnerships (with dotted line support to GPMF entity leadership) and provides growth opportunities and a career path for a motivated, self-directed, and talented candidate.

Location

United States (preferably east coast)

Role Description

The Inside Sales Administrator (ISA) is the critical link between our customers, partners and GPMF sales operations. The ISA provides pre- and post-sales support, often-times acting as a hybrid sales project manager, constantly striving to exceed expectations in every interaction. He/she is customer-service focused, detail oriented, and able to assist in moving key sales initiatives forward.



The ISA understands the GPMF sales playbook but uses it as a guide, not a bible, overseeing action items and next steps related to current projects while continuously working to identify new sales opportunities and assisting in formulating the sales process for customers and partners. Work is expected to be conducted from a home office or company location but may involve travel to client locations when appropriate.

Responsibilities (40 hours per week)

Responsibilities include but will not necessarily be limited to:

- Overseeing key aspects of client relationship management and partner relationship management
- Working within a matrixed team of technical staff and partner entities to provide a seamless customer experience – help be “the glue” to drive key commitments
- Overseeing project management of sales and marketing initiatives, providing direct project coordination for smaller activities
- Traveling to client and partner sites when necessary, dressing and interacting professionally with clients and partners
- Participating in customer requirements gathering and planning workshops as needed
- Crafting and entering detailed CRM entries and updates as required to support clients
- Developing meeting agendas, minutes, and key next steps for the purpose of standardizing sales opportunity management

Skills

Successful candidates will have creative writing skills, knowledge and experience in the healthcare and technology industries as well as:

- A Bachelor’s Degree (business or technology)
- A minimum of 5 years supporting customers in a business environment
- The ability to look at multiple tasks, requests, and issues, and prioritize work for the good of the client, partner, and GPMF sales leadership
- Excellent communication and facilitation skills
- The ability to assess their own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills. and share expertise with others

Compensation and Benefits

We’re offering a competitive starting salary (depending on your experience) with an unlimited vacation day policy (yes, you read that right), a matching 401k plan, company-paid health insurance (you read that right too), and a great team-oriented work environment.

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