



The National List of Attorneys

Quality Legal Referrals Worldwide
Since 1900

Sales / New Member Coordinator

Deadline: December 7, 2012

Description:

The National List of Attorneys (NL) is a marketing and referral service for law firms who assist clients in the credit and collection industry. NL has an opening for a full-time or part-time sales / new member coordinator position in our Bismarck, ND office. This position is responsible for recruiting and qualifying lawyers nationwide to join our referral network. Recruiting is accomplished through emailing and telephoning lawyers we have identified nationwide to determine if they are interested in working with us. Qualifying is accomplished by conducting a detailed interview with each lawyer to determine if they are able and willing to work under our terms and conditions. The new member coordinator is also responsible for getting a signed membership agreement and payment from new members and for completing a background check on each new lawyer to ensure compliance. We offer on-site training. Minimum of 4 years sales experience is required.

Qualifications and Requirements:

- Work between 20-40 hours per week Monday through Friday between the hours of 8 am and 5 pm
- Have excellent oral and written communication skills
- Type at least 55 words per minute
- Be proficient in working with Microsoft Office Products
- Minimum of 4 years experience in sales service
- College Degree in business related field preferred

Core Competencies:

- Excellent oral and written communication skills
- High level of professionalism
- Goal oriented / Driven to results
- Negotiating and influencing

Wage and Benefits:

Starting pay is hourly plus commission dependent on experience (Average pay including commissions is \$15-\$20/hour). We have a friendly professional work environment and we offer healthcare benefits, PTO, paid holidays, flex and retirement plans for full time employees. We offer onsite training, development and opportunities for advancement within our organization. Office attire is business casual. Qualified applicants should send their resume and cover letter to kstromstad@nationallist.com.