



# Full Time Position: Account Management — Sales

Overview: Eclipse Services sells a highly regarded integrated business software system —AdPro — to student, online and commercial publications. AdPro links the departments in a publishing business so that ads can be handled more efficiently. It includes insertion order entry and tracking for display ads, line ads, and online ads including banners, buttons and text links. AdPro lets you track ads through the print or online production process. It provides invoicing, accounts receivable, sales call tracking, and a simple general ledger.

The person who fills this position will research prospects via the internet and phone, call prospects and customers, maintain the company contact list, and set up and give introductory and advanced online demos. S/he will assist with online, direct mail and trade show marketing and will contribute to social media marketing.

Requirements: The candidate must:

- have worked in a business capacity with a student, commercial, or online newspaper,
- be knowledgeable of the software used in the business operations of newspapers,
- be well organized and attentive to detail,
- have a successful sales history,
- be able to successfully manage outgoing telephone sales, as well as calls to set up demos, training, and installation meetings,
- be able to follow up reliably with a wide range of customer requests,
- be able to contribute significantly to social media venues.

The successful candidate will be flexible, self-motivated and able to work successfully from home within a steady block of time, and must live within reasonable travel-time to Philadelphia, PA or Portland, ME. He or she must be attentive to detail, a good team player and provide a professional presentation verbally and in writing. Experience with AdPro is preferred, but candidates who have used similar software packages will also be considered. Additional background with databases and/or two semesters' study of accounting are pluses. Ability to work independently is critical. This job requires travel for conferences, joint staff meetings and training. This position is full time and is available immediately.

Benefits: Salary, commission, health insurance, retirement, flexible work hours on a agreed-to schedule are available. This job position can lead to advancement into full scale marketing including participation in business planning for the company, technical training, or management.

Contact: Send your resume by email to Jeanette Macneille through the email address [jobs@eclipseservices.com](mailto:jobs@eclipseservices.com). Thank you for your interest in Eclipse Services, we look forward to receiving your resume.