

Sales Associate

Tioga Energy is a renewable energy services provider that fast tracks energy independence for commercial, government, and non-profit organizations. The team consists of seasoned, smart and dedicated professionals. Tioga Energy is backed by top-tier investors, who are passionate about building a successful company and driving rapid growth of renewable energy.

Companies and organizations are looking for new ways to manage their energy costs and support their sustainability goals. While solar power systems look like a viable solution, installations are complicated, capital-intensive and time-consuming. Tioga Energy solves these problems by providing a solution that frees its clients from the complexities of buying and installing a solar facility. Tioga purchases, installs and maintains solar power systems on its client's rooftops or property, and sells the electricity the systems generate to its clients at long-term guaranteed rates through Power Purchase Agreements, or PPAs. PPAs have become the leading way in which commercial-scale solar power systems are deployed in the United States.

Position Summary

Tioga Energy is looking for a smart, energetic, and resourceful sales associate to support its Sales Team. Candidates will be highly motivated individuals who can thrive in a dynamic, high growth, start-up environment and industry. The position reports to the VP of Sales and Marketing and offers a great opportunity for professional growth for the right individual.

Job Responsibilities

- Screen incoming sales calls and correspondence responding independently when possible
- Support preparation of sales proposals, presentations, correspondence, etc
- Provide day-to-day support to the Sales Team
- Maintain customer and lead records within Salesforce.com and prepare sales reports Prioritize and organize daily workload (projects, order entry, contact follow-ups, mailings etc.)
- Establish and maintain memberships in appropriate trade organizations
- Participate in design, production, and maintenance of sales and marketing collateral including website, corporate communication material, customer email announcements, newsletters and press releases
- Research and organize information on markets and competitors
- Work with Marketing Department to develop event calendars, schedules and meetings
- Prepare marketing and presentation materials
- Create and maintain event budgets
- Oversee and monitor contracts, dates and event information
- Coordinate staffing schedules for all shows
- Negotiate and manage event logistics of hotel, travel, shipping, insurance, agencies, presenters and teams, as needed

Specific Skills and Experience Sought

- Mastery of Microsoft Office products (Excel, Word, PowerPoint)
- Experience supporting a sales team in a start up environment
- Knowledge and experience in the solar industry preferred
- Ability to work independently and drive multiple assignments forward
- Process improvement skills
- Innate desire to help others and make things work better
- Experience with inbound call handling and qualification
- Experience preparing sales proposals and customer presentations
- Experience doing Logistical support for events/tradeshows
- Demonstrated ability to meet deadlines, handle multiple tasks, prioritize duties and be well organized

Requirements

- 2 or more years of relevant experience doing inside sales or coordination/support for outside sales staff
- Experience with Salesforce.com
- Excellent written and oral communication skills (strong writing skills are a must)
- Must be passionate about the renewable energy space
- A bachelor's degree in a relevant discipline, such as business, marketing and/or finance

Location

San Mateo, CA

Interested?

Send your resume (Subject: Sales Associate) to jobs@tiogaenergy.com