

**Sales Representative: Associate Director - Due Diligence, Investigations & Advisory**

Washington DC, United States (Hybrid Role of In-Person and Remote)

Full Time

**Background to the Firm:**

Pacific Strategies & Assessments (PSA) is a specialist risk consultancy. For over 20 years we have been at the forefront of delivering critical information to our clients through market leading due diligence, investigations, and advisory services. With strong roots in Asia, PSA is a global provider of information services with international staff working from offices in Dubai, Hong Kong, Manila, and Shanghai.

**Role:**

PSA is seeking a sales representative(s) to support our newly established Washington, DC headquarters office in driving US sales for our due diligence and investigative products. The successful candidate(s) will have a strong background in direct sales and will have a desire to develop the opportunity into a sales leadership role. Previous exposure to investigations, intelligence collection, journalism, or international affairs is a plus. A self-starter, the successful candidate will be responsible for meeting agreed monthly targets and will report weekly to the US based CEO on progress. They will coordinate weekly with PSA analytical teams on client deliverable and current product offerings.

**Responsibilities:**

- Identify appropriate sales prospects, conduct sales calls and visits, and manage the sales cycle to close.
- Develop a detailed working knowledge of the spectrum of PSAs products to services.
- Oversee the delivery of professional proposals, and the response to detailed client driven RFP
- Expand the existing relationship with existing channel partners.
- Provide feedback on products and services to the operations teams on a monthly basis.
- Identify any gaps in the current marketing materials available to support the sales process.

**Reporting**

Utilizing the company CRM the they will maintain accurate and up to date entries for clients, opportunities, new client contact details, outreach and outcome, as well as size and scope of any developing opportunities to enable accurate forecasting.

**Basic requirements**

The successful candidate will have three (3) to five (5) years of client facing sales experience. They must have strong communications skills and the ability to present well to all levels of an organization, including executives. They must be able to manage often competing tasks and excited about working on international matters.

**Location and Travel**

The successful candidate will be based in the greater Washington DC area and limited (10%) travel requirements are anticipated in 2022-2023.

**Notice of Equal Opportunity**

PSA is an Equal Opportunity Employer and does not discriminate based on gender, gender identity, race, religion, color, nationality, ethnic origin, sexual orientation, marital status, veteran status, age or disability.

Interested applicants shall send resume and cover letter to [recruitment@psagroup.com](mailto:recruitment@psagroup.com)