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**Inside Sales Support Associate**  
**Osprey Compliance Software**  
Albany, NY

[Osprey Compliance Software](#) is seeking candidates for Inside Sales Support Associate. The position can be full time or part-time (25 or more hours per week) and will work from our Albany NY offices at 1 Marcus Blvd. (just off Wolf Road).

**POSITION SUMMARY**

Our Inside Sales Support Associate is an entry level position and ideal for recent College graduates who want to grow a career in the software industry with an industry leader. The incumbent will work as part of a sales team to research, prospect, organize and qualify sales leads for team members and grow Osprey Compliance Software market share.

We seek an individual who is ambitious, loves to learn, and possesses strong research and communication skills and orientation toward sales. In return Osprey will provide an environment that will foster personal and professional growth, offer challenge and the opportunity to interact with an energetic and high performing team, world class clients and a growing business.

In this role you will:

- Research and identify potential sales leads and key contacts using internet tools and social media such as LinkedIn through daily research and outbound cold calling
- Use Microsoft Excel to record progress and communicate information
- Craft e-mails to potential sales leads to facilitate introductions to Osprey Compliance Software and develop sales prospects
- Proactively manage your daily strategy and leads pipeline and manage leads and opportunities effectively.
- Maintain information in Salesforce CRM

Ideal Candidate profile will include:

- Proficient using MS Excel/Google spreadsheet
- Creative using the internet for research
- Responsible with an ability to work independently as well as collaboratively with teammates and remain flexible
- Energetic and balanced with a drive for results
- Willingness to learn

If interested, please forward your resume directly to: [jobs@ospreysoftware.com](mailto:jobs@ospreysoftware.com) or visit [ospreysoftware.com](http://ospreysoftware.com) for more information about us.

Osprey is an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.