

POSITION ANNOUNCEMENT: Sales/Marketing Specialist

OVERVIEW:

Are you a go-getter who is able and willing to learn and grow in a fast-paced environment?

If that is you, you will play an integral role in creating the ultimate customer experience at our growing San Diego based criminal defense law firm. This important position involves complete administrative duties related to client intake, sales, and retention. When our prospective clients call us for help, they are often going through an emotionally difficult period. It requires the right combination of communication skills, empathy, and ability to investigate the root of their problems.

Our Sales/Marketing Specialist will conduct initial case evaluations with prospective new clients (“PNCs”) on a contract (part-time) basis and assist with the Firm’s marketing when not occupied with sales work, with the primary purpose of generating more quality leads. The successful candidate will have countless opportunities for personal, professional, and financial growth.

Other requirements include:

- Conveys confidence in person and on the phone, demonstrating exceptional communication skills
- Sets the tone and pace of the PNC meeting or phone call
- Shows empathy to PNCs and puts them at ease during their difficult time
- Treats a call at 4:30 p.m. on a Friday with the same care and compassion as one on Monday morning
- Embraces metrics, transparency, and accountability
- Self-motivated team player with a strong work ethic and strong multitasking skills
- Legal experience a plus, but no legal advice will be given.

Night and weekend phone calls may be required as part of this role, but can be held remotely if necessary. You would have significant control over your calendar and schedule.

EDUCATION AND BACKGROUND:

Candidates must have experience in sales, preferably in selling luxury products, and be willing to learn a new sales model. Non-attorneys are encouraged to apply. Being bilingual in Spanish is not required, although it is preferred.

TO APPLY:

We will be accepting applications on a rolling basis. Send Cover Letter, Resume, and References to LegalAssistant1@DPShapiro.com. The subject line of the email should read “Trevoritano 2018 at TLOODPS”. The cover letter should address salary requirements and hours per week you can commit to the Firm.