



**CONTACT:**  
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## **JOB DESCRIPTION**

February 2021

**TITLE:** Pre-Sales Support Specialist

**DEPARTMENT:** Business Development and Marketing

**REPORTS TO:** Manager, Pre-Sales Support

**SUMMARY:** This position has much growth potential for the qualified candidate who wants to be part of a successful team of IT professionals, helping to contribute to our continued growth, year after year, since 1994.

Specific Details: Assisting in the development of presentations, proposals, agreements, engagement summaries, general documentation, and all other materials that support the Business Development efforts.

People-oriented person who can easily communicate with a small group of team members, in helping to coordinate all Business Development requirements, in supporting a larger group of IT technical services teams.

One who is willing to go above in providing high quality support.

**RESPONSIBILITIES:**

- Prepare presentations, proposals in response to RFPs, and associated sales support materials
- Help coordinate Press Releases, News Releases, and Case Studies,
- Maintain prospect lists
- Maintain prospect and client information database
- Help to support the development of client case studies
- Coordinate client references
- Prepare client engagement summaries
- Work with Client Account Managers to prepare contract renewals and expanded scope proposal opportunities.
- Daily RFP/RFI searches using web engine tools
- Maintain Proposal statistics throughout the year

**REQUIREMENTS:**

Minimum Education/Experience: BA/10 years work experience or equivalent life/school experience, preferably with experience working within an IT organization  
Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint

**ABOUT BLUE HILL:**

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**Blue Hill Data Services**  
**Computer Technologies U.S.A. LLC Companies**  
**Fully Managed On-Shore Data Center Managed Services Solutions**  
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Blue Hill Data Services helps commercial and government customers reduce their operating costs and minimize risk by providing fully managed 24/7 data center hosting solutions, and a full array of complementary IT support services including remote management support.

All services are delivered from On-Shore, USA, supporting customers worldwide and from all industries since 1994, with a production data center that has never lost utility power, and three backup data centers. We meet all regulatory compliance and audit requirements necessary to support our growing customer base.

Our differentiation is providing customized solutions, flexibility both in contracts and solutions, cost effectiveness, and personalized attention. A customer's data center environment can be hosted within Blue Hills' private cloud, or Blue Hill support services can be provided remotely to the customers' site.

Specializations include:

- Mainframe-as-a-Service (MFaaS) solutions, including all managed services offerings
- iSeries-AS/400 hosting and Managed Services
- Applications support and maintenance. These services help customers mitigate the risk of a retiring workforce supporting MF legacy applications. Customers also utilize these services as a necessary step in the roadmap to eventually transform their applications to newer technologies.
- Open Systems hosting and Managed Services
- Dedicated Disaster Recovery and Business Continuity solutions
- Colocation Services

Our deep Mainframe and Mid-Range technical skills and longstanding experience enable us to support our customers' legacy environments as well as implement new technology solutions. Acting as our customers' partner, we help address the need to maintain their Mainframe environment, either indefinitely or until they choose to get off the Mainframe, providing flexibility in reducing costs as utilization decreases.

We are proud our customer satisfaction 100% - we have never lost a customer due to poor service.