

http://A-1VirtualAssistant.com

Job Description

Sales Associate / SDR

A-1VirtualAssistant.com provides office support for startups, consultants and early-stage companies. We are always on the lookout for customer-focused people who can help us grow. Our projects are with organizations in the US, Canada and internationally. Visit our Careers page.

People who have achieved success in this role are from a sales development role. The primary focus of this role is heavy call volume, followed by high customer service and phone etiquette.

Work is 100% remote, on a part-time, contract basis. Compensation is on an hourly basis ($18-$22/hr) or a base + commission and bonuses after appointments / demos confirmed and accounts closed.

QUALIFICATIONS

- Self-Starter / Go-Getter
- Must have at least 2-4 years of work experience, preferably in a call center (your duties should have included marketing)
- Fluent in English - speaking and writing.
- Live in the US or Canada. (Sorry, NO Sponsorship available.)

- A well-organized team player with the ability to perform various tasks, act individually and think creatively.
- At ease interviewing people and following up.
- Comfortable with computers and Instant Messaging, Google Docs and Zoom.
- Detail-oriented, organized, reliable, follows up on time.
- Customer-focused and empathetic
- Curious about people, technologies and organizations.
- Proactive, can-do, willing to learn attitude.
- Flexible and comfortable with a Faster pace. (We are a startup.)
- Communicative and responsive.
- Coachable - acts on feedback to improve

RESPONSIBILITIES

- Phones with prospective customers and makes meetings / appointments / demos
- Follows-up.
- Conducts interviews, listens closely and is able to type notes.
- Converts data and findings into understandable written English.
- Conducts analysis of user / market research
- Enters results in databases / CRM.
- Presents results to leadership.
- Collaborates with internal marketing, customer service and business partners to understand goals, priorities and needs.
- Analyzes data and research evidence using critical thinking and software tools with guidance from experienced team members.

Apply here with your resume, email address and cell / mobile number:

A-1 Virtual Assistant Application Form