



<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](#)