

## Sales Coordinator

**Fierce** is a globally recognized leadership development training company based out of Seattle, WA. Our mission is to transform the conversations central to our clients' success. Our clients rely on us to deliver programs that transform cultures and help them gain a sustainable edge.

fierce.

any conversation can.

### Job Responsibilities

The primary purpose of the Sales Coordinator position is to support the sales team while reporting to the Senior Vice President of Sales with a focus breakdown in the following areas:

- 40% - Reporting and Data Entry in SFDC / Collateral Management
- 30% - Funnel Optimization and Tracking for Sellers
- 20% - Processing Client Requests & Contract Requests
- 10% - Special Projects

### Essential Duties/Responsibilities

- Continuously identifying ways to improve internal sales processes, communication, and collaboration.
- Create and manage contracts and agreements. Develop an internal proofing process that ensures accuracy and protects IP and margin for the company.
- Act as the sales team's liaison to our internal Salesforce.com database administrator, triaging requests while ensuring that it is updated and utilized properly.
- Be familiar with, and run, sales reports on a regular basis.
- Provide support for the SVP of Sales as needed.
- Partner with the sales and marketing department to ensure sales proposals and client specific presentations have enough lead time for our graphic designers to wow.
- Assist salespeople in scheduling internal and external meetings.
- Serve as a point of contact for clients when they can't reach a salesperson.
- Work with the marketing team to distribute and organize sales aids and other materials to the sales team, and ensure their appropriate use, availability, and flag when updates are needed.
- Participate in cross departmental quarterly projects.
- Deliver great service, always.

### Skills and Qualifications

- People-oriented: warm and friendly, with a polished interpersonal approach.
- Strong administrative and organizational skills.
- Team player attitude.
- Ability to multi-task and to prioritize.
- Creative Problem Solver.
- Excellent verbal and written communication skills.
- Proficient with computers and software, specifically Microsoft Office.
- Proactive.
- Comfortable with ambiguity and change.

## Education and Qualifications

- 4-year degree is preferred.
- 2 or more years in sales support or similar administration role.
- Salesforce.com CRM knowledge/certification a huge plus.

Fierce has an outstanding reputation. This is a great opportunity to advance a career, make a name for oneself, and work with a great team. Our clients are exceptionally busy, and the candidate will be thrust into an entrepreneurial, intense environment where being self-sufficient and resourceful will be critical.

Fierce provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics in compliance with federal, state and local governing laws.

This is a full-time and fully remote position. For more information, contact [careers@fierceinc.com](mailto:careers@fierceinc.com).