
JOB DESCRIPTION

INSIDE SALES OPERATIONS

The Inside Sales Operations will provide sales operations process support for the sales department at Globanet. He/She will be responsible for cold calling sales, updating the sales pipeline regularly, and providing support overall by generating interest, and qualifying prospects. The Inside Sales Operations will work closely with customers and help develop new leads along with analyzing and optimizing the sales processes and procedures. Recordkeeping responsibilities may include sales reports, statement of work (SOW) creation, CRM management, and sales proposals and quotes for prospective customers. Administrative tasks require the ability to plan meetings and ensure that sales representatives in the field are in contact with customers. This position provides administrative support to maintain the order and the organization of the sales department.

Globanet is a company that prides itself in the growth of its employees. This job would ensure personal and professional growth.

This is a job that requires experience of at least 3 years in a professional sales environment. The employee will perform and administer a range of tasks that will boost sales, improve business sales, and maintain order in the office. He/She will report directly to the VP of Marketing & Sales.

This position is full-time and may require up to 50% travel.

The employee will be working from the company office in Sherman Oaks, CA.

Responsibilities

- Provide day-to-day administrative support for the business sales and sales teams
- Explore new strategies and improvements to enhance sales through partnerships
- Look for new opportunities for the sales team
- Find challenges and problem-solve them as a team
- Arrange and participate in meetings, conferences, and project team activities
- Assist and follow the movement of sales and partnerships
- Keep communication flowing within staff and different teams
- Answer and process emails, mail, phone calls, etc.
- Maintain order and organization in the sales department
- Organize calendars, projects, and other administrative duties
- Process, research, contact, and track potential partnership leads and referrals
- Update and maintain customer information and the Company's database
- Perform all other duties and tasks as assigned by supervisor or sales department

- Draft and redline various agreements/contracts such as, but not limited to, teaming agreements, statement of work for proof of concept trials, NDA's, MSA's, and OEM's.
- Create alignment between our sales representatives and partner sales representatives; set up alignment meetings, and track progress
- Organize and participate in potential or client/partner meetings from beginning stages to close-out
- Work on deals from start to close-out such as entering in an opportunity/prospect record, completing and gathering proper documentation including: signed NDA's, signed quotes, functional requirement documents, signed statement of work, product questionnaires, signed purchase orders; Book deals in NetSuite and send to accounting for review
- Shadow VP of Business Sales in all partnership meetings; take notes and action items; follow-up with meeting members with requested samples, data sheets, etc.
- Keep up with partnerships and work with them regularly to maintain relationship
- Update sales pipeline regularly
- Work with marketing team on various partnership projects; set up meetings with partners' marketing teams and track their progress at every stage
- Keep a note record of all potential and current clients to notify VP at any stage, such as past meeting or email information, opportunity numbers, etc.
- Create guidelines with VP's direction on how sales representatives should deal with partners
- Improve workflow by being the main point of contact for internal and external parties
- Participate in joint marketing initiatives for incentivizing partner sales representatives to bring us business
- Work with the sales team to develop and grow the sales pipeline to consistently meet quarterly revenue goals
- Have extensive knowledge of Globanet's products, pricing, promotions, and procedures
- Coordinate key sales events, including tradeshow
- Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails

Desired Skills and Experience

- 3+ years of experience in sales and/or customer service
- Has strong organization, analytical, and problem-solving skills
- Reliability and punctuality are a must
- Able to organize calendars, due projects, follow-ups, schedules, phone calls, errands.
- Exceptional work ethic
- Able to handle fast-paced and team-oriented work environment

- Have professional email and phone etiquette
- Maintain order and organization within the office
- Proficient in Microsoft Word, Outlook, PowerPoint, and Excel
- Must be extremely organized and detail oriented
- Able to multi-task and meet strict deadlines
- Excellent communication skills, both written and verbal
- Strong knowledge of spreadsheets and database software
- Ability to follow, apply, interpret, and explain instructions and/or guidelines
- Determine work priorities
- Make decisions and take appropriate actions
- Meet schedules and deadlines of the work area
- Compose routine correspondence and reports
- Strong phone presence and experience handling dozens of calls per day
- Experience with Netsuite
- Ability to develop strong relationships and work with multiple channel partners

Employee Signature

Employee Name [Printed]

Date

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.