



JOORNEY IS HIRING
Business Plans

Sales Assistant

Sales Assistant (Portuguese)

Joorney is a business plan writing company that focuses on specific-purpose business writing and financial forecasting, rather than on all-round, comprehensive consulting services. The overwhelming majority of the company's services are provided to clients who already operate or are aiming to operate in the North American market.

You will join our team, consisting of around 80 people - spread throughout offices in Belgrade, Novi Sad, Niš, and Banja Luka. Your main goal will be to support the company's sales team, located in Miami. Thus, you will be in regular contact with our clients worldwide and the Miami team via phone/email. You will be joining a sales team that is driven towards achieving the best results, exceeding established sales targets, and delivering outstanding customer service to clients.

Job Responsibilities:

Our new Sales Assistant understands the dynamic of:

- managing our sales managers' emails
- scheduling calls
- stepping in to close deals
- engaging in account management
- identifying opportunities for upselling
- anticipating and solving situations before our executive team does

Tasks will include:

- CRM Management
- Contract Management
- Reporting
- Email Management
- AR management
- B2B calls
- B2C calls
- Closing contracts
- Partnerships Management
- Testimonials Management

Candidate Profile:

- Bachelor's or College degree
- At least 1 year of hands-on experience in supporting a sales executive
- Fluent in English and Portuguese (fluency in Spanish is a plus)
- Computer savvy, with a demonstrable ability to learn new programs quickly (experience with Google Workspace, Zoom, Slack, and Hubspot is a plus)
- Excellent organizational and time management skills, flexible team player
- Familiarity with immigration law and processes is a plus
- Strong communication, presentation and negotiation skills, able to engage in client-facing conversations and exhibit problem solving abilities
- Customer-oriented and results-driven
- Proactive, autonomous, and dynamic personality

Work Conditions:

- **Full-time** job
- Optional **remote work**
- Competitive **compensation** package
- **Private Health Insurance** as an added benefit after 6 months
- Monday to Friday, afternoon shifts [starting work between 14:00 and 15:00]
- International work environment
- Comprehensive **training**
- Timely and organized **performance reviews**

In order to be considered for this position, you need to submit your resume in English. Additional documentation is welcome, but is not mandatory, and does not have to be in English.

Please note that only shortlisted candidates will be contacted.