



JOORNEY IS HIRING
Business Plans

Sales Assistant

Sales Assistant (Spanish Language)

Joorney is a business plan writing company that focuses on *specific-purpose business writing* and *financial forecasting*. The overwhelming majority of the company's services are provided to clients who already operate or are aiming to operate in the North American and Australian markets.

You will join our team in the Balkans, consisting of more than 110 people - spread throughout offices in Belgrade, Novi Sad, Niš, Banja Luka, and Skopje. Your main goal will be to support the company's sales team, located in Miami, as well as our clients worldwide. 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.

About You:

- **Bachelor's or College** degree
- At least **1 year** of hands-on experience in supporting a sales executive
- Fluent in **English** and **Spanish**
- 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
- 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
- **Proactive, autonomous, and dynamic** personality

Job Responsibilities:

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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 and B2C calls
- Closing contracts
- Partnerships and testimonial management

Work Conditions:

- **Full-time** job
- **Hybrid working policy**, which includes choosing either work in *one of our Serbian offices* or *remote work*, which can be executed from your preferred location anywhere in the country
- Monday to Friday, **afternoon shifts**
- International work environment
- Comprehensive training
- Timely and organized **performance reviews**
- **Private Health Insurance** as an added benefit after 6 months

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.