

Full-time Sales Administrator

About Us

At Third Economy, we advance our clients' ESG capabilities, improve corporate sustainability and help build sustainable investment portfolios. Our team is passionate about building a sustainable economy and working collaboratively with some of the world's most respected brands. Our ethos is to go the extra mile and measure our success by that of our customers.

We are looking for a meticulously organized person to provide administrative support to the Head of Sales with a dotted line reporting to the COO.

Your primary responsibility is to keep the sales team organized so they can spend their time selling. You'll do well in this role if you can proactively manage multiple (and changing) priorities, and provide consistent and accurate analysis of our weekly, monthly, quarterly, and annual sales performance. Ideally, you're great at anticipating what's needed and diving right in when you see something that can be improved. This position will play a role in both operational support and managing relationships with all other internal departments and a key external channel partner.

Responsibilities:

- Update sales pipeline in the CRM – we use HubSpot
- Create monthly sales performance reports, weekly forecast metrics, quarterly board reports
- Accurate and timely invoicing including invoice reconciliation in QuickBooks
- Post-sales support including SOW preparation, follow-up, and coordination with legal
- Generate weekly forecast and metric reports and provide analysis for sales leadership

Qualifications

- 2+ years' experience in a sales administrative role
- Previous experience working in a start-up and comfortable managing shifting priorities
- Strong communication skills including writing, presentation, and interpersonal skills
- Proficiency in QuickBooks, Word, Excel, and PowerPoint including the ability to create reports, formulas, charts, graphs, and presentations
- Well-organized and attentive to details
- Ability to meet deadlines
- BA/BS or equivalent
- Authorized to work in USA

Salary Range: \$50,000-\$65,000/year, 40 hours/week

Benefits: We offer 401K, medical, dental, vision, HSA, FSA, short & long-term disability, monthly stipend, vacation, sick, and holidays.

To apply, please submit a cover letter explaining why you would like to work at Third Economy and a resume to jobs@thirdeconomy.com.