

## About SNP

Founded in 1992, SNP is a leadership communications company. Our mission is to make our customer's message clear and memorable. We accomplish this through content support, communications coaching, and creative development. We recognize that no two customers are the same and our approach can't be either. This means that SNPers are adaptable, creative, and must thrive in our fast-paced, collaborative work environment.

As a Sales Operations Coordinator, you are responsible for helping to drive revenue by supporting the efforts of the sales team. This includes tracking, measuring and reporting on sales activity as well as crafting detailed proposals, SOWs and other contracts to ensure the sales cycle runs smoothly from start to finish. Our work is as vibrant and impactful as our customers.

Within this role, you must be service-oriented at the core. You should also be able to deliver SNP's primary message by maintaining a deep understanding of our work and upholding our values (Service, Accountability and Curiosity). By joining SNP you will have a chance to work with some of the world's biggest innovators of today and tomorrow.

## You're responsible for:

- Overseeing incoming revenue for the San Francisco office and making sure all jobs are accurately accounted for
- Creating detailed proposals, SOWs and other contracts
- Thinking strategically to help uncover sales opportunities
- Proactively leading sales momentum for potential and existing customers
- Communicating to finance team when jobs are ready for invoicing
- Working with account teams to maintain CRM system
- Identifying product/service improvements and opportunities by staying current on customer industries and service-offering trends
- Collaborating with global Sales Ops team to help develop and deliver effective materials and collateral that support sales efforts and initiatives

**We'd like you to have:**

- Bachelor's Degree
- 2+ years experience successfully supporting a sales team
- Professional, detailed-oriented writing capabilities to correspond with customers and execute on successful proposals and other contracts
- Experience with communications and project management a plus
- Profound motivation for sales success
- Strong people skills, including the ability to work with a wide variety of personalities, read a room/audience, and deal with multiple levels of leadership
- Excellent time management and organizational skills: you must be able to balance the different components of this role
- A flexible, dynamic working style in the face of changing requirements
- A willingness to travel

**While being:**

- Fun with a good sense of humor
- High energy
- Entrepreneurial and committed to getting your job done
- A smart, nice, person (and you should understand why)
- Confident enough to ask questions and bring ideas forward
- A team player who is 100% accountable and comfortable working in a highly autonomous, fast-paced environment with a flat management structure

If you think your skills and experience match what we're looking for, please submit your resume and a cover letter to [careers@snpnet.com](mailto:careers@snpnet.com)