

# Argentina Jobs Expertini®

## Operational Support Specialist

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Company: Assistantly

Location: Argentina

Category: other-general

At Assistantly, we're dedicated to empowering businesses with global talent and creating strong partnerships between clients and our talented unicorns. We believe in transparency, kindness, and fostering an environment where everyone can achieve their full potential.

**Be part of our dynamic community and make a real impact on our clients' success.**

**Assistantly offers some of the best benefits and perks in the industry!**

### **Job Overview:**

We are seeking an Operational Support Specialist to join our team. As an Operational Support Specialist at Assistantly, you will play a crucial role in ensuring the smooth operation of our platform and providing support to both clients and unicorns. Responsibilities include actively participating in sales calls, preparing meeting materials, following up on tasks, managing data entry and CRM, coordinating calendars, overseeing emails, and handling occasional travel arrangements. We seek candidates who are highly organized, proficient, and dedicated to delivering excellence.

### **Requirements**

### **Responsibilities:**

Schedule and participate in all sales-related calls but not lead them maintaining note-taking on execution items and support of the client strategy to be executed.

Take detailed notes during calls and ensure timely follow-up on action items.

Manage all follow-up tasks to completion by all involved parties.

Create, update, and maintain meeting presentations and tools.

Perform data entry and keep internal systems updated to track and forecast leads and opportunities accurately.

Initiate quotes, proposals, and contract reviews, ensuring accuracy before finalization.

Track the progress of ongoing deals and provide reports as required.

Submit orders and verify data accuracy across all systems and suppliers.

Assist clients with questions regarding provided quotes and contracts, facilitating communication with suppliers or sales as needed.

Work independently and efficiently with suppliers and tools.

Respond promptly to all forms of correspondence, internal and external.

**Must-Have Tools Experience:**

Proficiency in Microsoft Suite and Google Suite.

Experience with Calendly or a similar booking platform.

Experience with G-Suite or Microsoft 365 Products (Excel, Word, PowerPoint).

Familiarity with CRMs or Task Management Tools such as Salesforce.

Experience using Zoom.

**Qualifications:**

3-5 years experience in the Telecommunications Industry.

Background in Sales, Customer Support, or Account Management.

Demonstrated ability to effectively communicate with executives and technical personnel.

Knowledge of IT industry sales processes and submissions.

Familiarity with telecommunications products and services.

Proficiency in creating and delivering presentations.

Strong track record of meeting deadlines and commitments.

Exceptional organizational and time management skills.

Excellent verbal and written communication skills.

Accurate planning and scheduling abilities.

Ability to work directly with Telecom Suppliers.

Positive attitude, energy, and punctuality.

### **Benefits**

Above Market starting pay scale

Permanent WFH opportunities

Part-Time, Full-Time

Health & Wellness Allowance

Monthly Bonus Drawings

Loyalty & Performance Bonuses

Profit Sharing

Professional Development Training

Community of Unicorns

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