

## Sales Assistant

Patent Properties is seeking an experienced Sales Assistant to support our Sales & Marketing Teams. We are a well-funded startup with an all-star team founded by Jay Walker (founder of Priceline.com), and we are looking for A-players to help us grow our recently launched The United States Patent Utility. If working with an incredible team to build something truly disruptive that can solve a huge problem for society at large sounds interesting to you, let's talk. This is a great opportunity to get in on the ground floor of something special. This position reports directly to the VP, Sales and will support both the sales and marketing functions.

### What You Will Do

- Provide support for the entire sales cycle with organizing initial meetings and managing multiple calendars.
- Provide product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
- Provide sales vs. projection results by preparing and forwarding sales tracking reports.
- Maintain customer database by inputting customer profile and updates; preparing and distributing monthly reports.
- Prepares sales presentations by compiling data; developing presentation formats and materials.
- Maintain promotional database
- Prepare reporting and analytics for all marketing campaigns
- Maintain report of PR efforts and social outreach.
- Support team with tradeshow planning, sponsorship opportunities, and marketing collateral
- Coordinate conference planning and execution.
- Interface with various business units, including legal, tech, and creative

### What We Look For

- Bachelor's Degree
- 1-3 years experience in a sales support role
- Prior Sales Force experience
- Focus on customer satisfaction
- Strong excel user with analytical capabilities
- Good technical understanding and can pick up new tools quickly, knowledge of HubSpot, Google analytics a plus
- Excellent writing skills and highly articulate
- Possess strong communication skills
- A great sense of humor
- A demonstrated capacity for understanding and applying sales & marketing strategies and objectives
- Excellent interpersonal skills, positive attitude and entrepreneurial drive.
- Attention to detail and strong organizational skills - ability to multi-task and meet tight timelines.

#### How We Like to Work

- In small, super-productive teams
- With self-motivated people with an entrepreneurial mindset
- With people who express themselves, have a positive attitude and a sense of humor
- High energy and the ability to thrive in a fluid and demanding start-up environment

#### Benefits

- Competitive salary + stock options
- Full medical and dental benefits
- 401K Plan
- Paid time off