



ZOHO CRM/Sales Support Specialist

Job Title: ZOHO CRM/Sales Support Specialist
Start Date: This position is available immediately
Employment Type: Freelance/Contract
Location: Flexible location, with a preference in Southern California

Background:

AZENTIVE, LLC is a small and growing California-based consulting company dedicated to empowering people, businesses, and communities to become more healthy, eliminate wasted resources, and reap financial benefits by integrating behavioral science, technologies, policy solutions, and business solutions. The AZENTIVE team is a dynamic collaboration of master practitioners and experts in behavioral, social and building sciences, public health and wellness initiatives, technology and design, and much more.

Position Summary: The ZOHO CRM/Sales Support Specialist will work closely with AZENTIVE's CEO and CSO (Chief Strategy Officer) to support, improve, administer, and maintain the company's sophisticated ZOHO CRM and Sales strategies.

Responsibilities:

- Zoho CRM data entry
- Zoho report customization
- Generate Zoho sales reports
- Direct the sales team on following up with leads and contacts
- Gather customer data from the sales team
- Prioritize customer follow up and action items
- Report on the sales pipeline
- Have flexible availability to accommodate the sales team schedules
- Refine internal company sales support process
- Experience with Zoho Projects is a plus
- Other responsibilities as needed

Qualifications

Minimum Qualifications:

- Strong background in ZOHO CRM support, including two plus (2+) years' experience administering or supporting a ZOHO and CRM environment
- Inside Sales support experience
- Strong project management skills, being able to manage complex projects with many moving pieces, and commitment to task completion, including figuring out processes and moving projects from vision to implementation
- Data analysis skills, both within and outside of Zoho
- Ability to work independently and as a member of a team, including coordinating with all levels of internal management
- Well-organized and highly self-motivated



- Excellent computer skills, including proficiency in Microsoft Excel, multiple CRM platforms (especially ZOHO, but others are a bonus), PowerPoint and Zoho Projects
- High attention to detail and the ability to perform multiple tasks under strict deadlines

Desired Qualifications:

- Bachelor's Degree, ideally in Database Administration or Sales Administration
- Passion for a sustainable energy, mission-focused career
- Desire to be part of a growing startup company

Compensation: TBD (commensurate with experience)

Application Instructions:

Interested candidates should submit the following documents to gobeyond@azentive.com:

- Resume - No more than two pages
- Cover Letter - Address the following questions in your cover letter:
 - Why are you interested in this position?
 - What is your applicable experience?
 - What do you bring to our team?
 - What are your top three to five strengths?
- At least two professional references (name, phone, email, position, company, span of dates that you worked for the reference)

Subject line of the email should read: ZOHO CRM/Sales Support Specialist - [First Name Last Name]

Application Deadline: Applications will be reviewed on a rolling basis. Please submit your application no later than July 14, 2017.

AZENTIVE, LLC is an Equal Opportunity Employer.

In compliance with federal law, all persons contracted will be required to verify identity and eligibility to work in the United States and to complete the required eligibility verification document form upon hire.