**Sales Assistant - Portuguese**

**Joorney** specializes in the creation of immigration and commercial business plans and documents such as investment studies, pitch decks, and financial models. The majority of our services are provided to clients operating or aiming to operate in the North American and Australian markets.

You will join our team, consisting of around 150 people - spread throughout offices in Belgrade, Novi Sad, Niš, Banja Luka, and Skopje. Your main goal will be to support the company’s sales team, located in Miami. Thus, you will be in regular contact with our clients worldwide and the Miami team via phone/email. You will be joining a sales team that is driven towards achieving the best results, exceeding established sales targets, and delivering outstanding customer service to clients.

**Job Responsibilities:**

Our new Sales Assistant understands the dynamic of:

* managing our sales managers’ emails
* scheduling calls
* stepping in to close deals
* engaging in account management
* identifying opportunities for upselling
* anticipating and solving situations before our executive team does

**Tasks will include:**

* CRM and AR Management
* Contract Closing and Management
* Reporting
* Email Management
* B2B and B2C calls
* Partnerships Management
* Testimonials Management

**Candidate Profile:**

* **Bachelor’s or College degree**
* At least **one year** of **hands-on experience** in supporting a sales executive
* Fluent in English and Portuguese (fluency in Spanish is a plus)
* Computer savvy, with a demonstrable ability to learn new programs quickly (experience with Google Workspace, Slack, and HubSpot is a plus)
* Excellent organizational and time management skills, flexible team player
* Familiarity with immigration law and processes is a plus
* Strong communication, presentation and negotiation skills, able to engage in client-facing conversations and exhibit problem-solving abilities
* Customer-oriented and results-driven
* Proactive, autonomous, and dynamic personality

**Work Conditions:**

* **Full-time** job
* Optional **remote work**
* **Private Health Insurance** as an added benefit after 6 months
* Monday to Friday, afternoon shifts
* International work environment
* Comprehensive **training**
* Timely and organized **performance reviews**

If this seems like the right job for you, we invite you to submit your resume to [**apply@joorney.com**](mailto:apply@joorney.com). Please submit your resume **in English language**.

Additional documentation is welcome, but is not mandatory and does not have to be in English.