



JOB OPENING

Sales Support

Job Description:

Reporting to the Senior Sales Manager, you will provide proposal content organization, formal writing, and ad-hoc sales support to Metal Shark's sales reps, oversee the team's tools and technology, as well as manage the team's processes. You will coordinate resources from other teams (Engineering, Production, QA, Finance, C-Suite) to provide necessary inputs into proposals and quotes. You will also be occasionally matrixed to the CEO and Marketing Team, focusing on integrating new materials and content, to ensure the diverse Business Development team presents consistent and up-to-date outputs to customers and prospects. You will lead efforts to simplify and streamline the sales process, both internally and externally.

You must be a capable technical writer, technologically savvy, familiar with sales environments and pricing concepts and are comfortable participating at the Executive Level. You will succeed if you are a detail-oriented, capable multi-tasker with strong written and verbal interpersonal skillsets. You will have extra fun if you like boats, enjoy occasional travel, and/or have some artistic or graphic design muscle you would like to flex at work.

We are a fast-growing small business, and as such, job descriptions evolve over time. It is expected you will be flexible with evolving and growing job descriptions, based on need as well as your areas of aptitude and interest. Metal Shark offers flexible and/or remote work as needed once the 90-day trial period has expired. Your growth path could include progression to Proposal Manager, Sales Coordinator or Marketing and Public Relations Coordinator. You will control your own career trajectory at Metal Shark.

Daily Duties:

Technical Writing:

- Tee-up polished draft of complete, accurate and tailored responses to public and private RFPs, often lengthy (hundreds of pages) and highly technical in nature.
- Create RFP project plans, delegating assignments and coordinating internal resources required to provide inputs to proposals and pricing quotes. Track deliverables to ensure timely submittal of proposals.
- Continue development of template proposal formats and language as Metal Shark grows and changes.



Administrative

- Ensure Sales team is keeping online tracking database up-to-date and organizing documents in accordance with established sales process
- Assist with data entry and/or data imports to support targeted PR and Marketing communications
- Provide weekly status reports to CEO, Vice President of Marketing and Senior Sales Manager
- Maintain Database of Sales Team Resource Library

Candidate Requirements

- Sales or other admin experience required; previous technical writing, proposal writing or equivalent highly preferred (writing samples are encouraged).
- Strong grammar and spelling are required.
- Intermediate to advanced skills with Microsoft Office - Word, Excel, Power Point
- Average to intermediate skills with Adobe products - Acrobat & Photoshop
- Comfortable with sales or ERP systems, or a demonstrable working knowledge of database concepts. Salesforce experience highly preferred.
- Detail oriented, highly organized, ninja-level multitasking skills.
- Ability to self-manage and herd cats to deliver on tight timelines.
- Bachelor's degree preferred but not required

The following characteristics and skills will move your resume to the top of the pile:

- Creative eye for layout and/or understanding of visual design concepts (samples encouraged)
- Experience with Autocad or Visio
- Previous experience with Federal contracting
- Database administration
- Speak and write in Spanish
- Familiarity with or deep love of boats