**Position Classification:**

**Position Title:** Sales and Marketing Operations Coordinator **Date:** October 2022

**Department:** Sales

**Reports to:** Director of Sales and Marketing operations

**FLSA Code:** Exempt

**Opportunity:**

Seaborn Networks is a fast-growing, privately-owned networks service provider focusing on connectivity between US and Latam. Having originally built the Seabras1 cable between NY & Sao Paulo, Seaborn has expanded its footprint to include three subsea cables combined with domestic network connectivity in Brazil along with connectivity to Argentina, Colombia, Chile & Peru. As Seaborn continues to invest in the region and grow its network coverage, it is looking for a Manager, Sales Operations with the specific skillsets to support customer and contract management.

Package consists of a base salary.

**Position Summary:**

Our company is looking for an experienced Sales and marketing Operations Coordinator to help keep our sales and marketing department running smoothly. The sales operations focus is to assist in sales administrative duties in the areas of order management, documentation, and customer/partner meetings at events. This is primarily an administrative position, so you need strong organizational and communication skills. Computer proficiency is essential, especially with customer relationship management (CRM) and office programs like Microsoft Office, and Adobe. While you are not ultimately responsible for sales performance, this position plays a crucial role in customer sales growth. The Marketing operations will be focused on brand, product, and collateral management. The role will be assisting in the marketing budget, Purchase Orders creation and tracking vendor/marketing payments. The role will also consist of social media and website management as well as sales event planning and setup.

**Position Essential Functions**:

* Coordinate sales team by filing important documents and communicating relevant information
* Assist in contract creation and CRM management in detailed and timely manor
* Provide after sales support when needed. Assist with customer moves, adds, and changes
* Monitor the team’s progress, identify shortcomings, and propose improvements
* Assist in the preparation and organizing of promotional material or events
* Ensure adherence to policies on orders
* Oversee to help create social media/website content
* Assistance In budget management, PO generation and tracking

**Position Qualifications:**

* Bachelor’s degree or equivalent from four-year College; or equivalent combination of education and experience.
* Minimum of 2 years of business experience
* Demonstrated success & consistency in achieving tasks on time
* Excellent communication skills, both verbal and written.
* Knowledge of Microsoft Word, Excel and PowerPoint; NetSuite a plus.
* Positive attitude with the ability to adapt to changing circumstances.
* Self-motivated and able to drive results independently
* Well-organized and responsible with an aptitude in problem-solving
* Complete understanding of Seaborn Networks value proposition, products, and services such as subsea connectivity solutions, Ethernet, Wavelength, IP transit, and colocation.
* Portuguese preferable combined with working familiarity of Latam region.

**Work Environment:**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee will be required to meet the demands of the following requirements:  sitting, standing, talking and hearing.

The primary work location is Seaborn’s headquarter office in Beverly, MA but Seaborn is open to a hybrid model of working from home and the office.

Please send resume and cover letter via email to [kai.honda@seabornnetworks.com](mailto:kai.honda@seabornnetworks.com) and eric.brooks@seabornnetworks.com