Full Time Sales Support Coordinator
For Internet Entrepreneurs Disrupting
The Marketing & PR Industry…

We’re looking for a sales support coordinator who can act as the COO’s ‘2nd Brain’ and ‘Right Hand Person’ as we continue to drive the growth, vision and direction of our company.

As a self-funded startup in our early years, we face the same issues facing every startup – very often team members fill multiple roles.

This position is for a particular kind of self-starter.

You may call them ‘Go-Getters’…
You may call them ‘Over Achievers’…
You may even call them ‘Outliers’…

This role will be incredibly rewarding for the right person.

We’ve already caused major disruption in a broken industry – and plan to make even bigger waves in 2018.

We have an exceptional Virtual Team located across the globe ready to take the next step. We have an office of five people in London in need of sales support, administrative support and structure.

That’s where you come in.

“The Business”

A self-funded tech startup, officially the fastest growing of its kind in the world (by far) that:

- Rapidly innovates in a stale industry and empowering our users to get their voice heard
- Levels the playing field against monopolistic corporations in a crowded marketplace
- Has big plans ready to drive unprecedented growth and strengthen our disruption
- Counts many tens of thousands of entrepreneurs in its audience
- Expands its reach daily
- Offers an incredible virtual team of peak performers ranking among the best at what they do
- Operates with strong ethics and unquestionable integrity determined to make the world a fairer place.

“The Role”

We’re looking for someone to run our London Office on a day-to-day basis supporting our sales team.
As Jay’s Right Hand and ‘2nd Brain’ you will essentially be the Catalyst who allows him to work at peak efficiency and maximum performance.

**An Example of What This May Include:**

- Organizing Travel & Booking Flights
- Organizing and Filtering Email & Social Media
- Outreach to Key Influencers and Contacts for Business Deals
- Managing Schedules & Making Appointments
- Tracking and Documenting Sales and Leads
- Updating our Sales Database
- Setting Up Computers & Software and Solving Basic Computer Issues
- Assisting in Communicating & Organizing Our Virtual Team
- Organizing Events
- Summarizing Books
- Transcribing Conversations & Turning Them into Content for Social Media
- Basic Sales Admin
- Basic Financial Admin
- Holding Us Accountable on Certain Tasks & Activities

**“The Perks”**

While there will be many perks, the most rewarding is this…

You’ll be exposed to a rare ‘Talent Factory’ environment filled with highly talented, hard-working and motivated people determined to be the best they can be (while being given the resources and opportunities to do it).

You’ll also work DIRECTLY with the CEO, COO and Visionaries behind the company as they set the course and make the deals.

**Then there’s The Team…**

We only recruit the best of the best, since our goals and missions demand it.

Throughout your time with us and during various trips, travels and interactions, you’ll rub shoulders with masters of their craft. These are the great thinkers both famous and unknown. People who see ideas go from a napkin, quick drawing in MS Paint or a note on Google Docs through to development and implementation. These eventually become huge revenue drivers and ground-breaking innovations. We’ve done this many times before and find it’s where the ‘magic’ happens.

The most successful people in the world consistently speak about surrounding themselves with the same thing, the most driven, talented and determined people you can find.

This will be a unique and immersive role. You won’t likely find something like this anywhere else.

This role will help you become a more valuable asset and better business person in every area.

**“The Requirements”**
• Based in or Easily Commutable to London
• Ability to Travel Freely When Required
• Borderline Obsessive Attention-to-Detail
• Great Organization & Time Management Skills
• Exceptional Affinity for Admin-Related Tasks
• Highly Experienced with Spreadsheets
• Known to Be ‘Good with Computers’
• Very High-Grade English Language Skills (Spoken & Written)
• Enjoys Reading & Writing
• Intuitive, Intelligent & Highly Proactive
• Good with Numbers
• Comfortable Talking with People Over the Phone
• Comfortable Talking with People in Real Life

*PLEASE NOTE*

Reliability & focus are keys to this position. You must be ready to work diligently.

If you meet our requirements and this sounds exciting to you – Get in Touch Today!

Send your resume and cover letter to both denisc@presscable.com and hr@presscable.com – be sure to include 'Read Right Hand C' in the subject line or your application will never be seen.

Also, if you represent an employment agency, please do not send us your materials.