SALES ASSISTANT

ABOUT COIN METRICS

Coin Metrics is a leading provider of cryptoasset data for institutions. We deliver transparent and actionable data and analytics to various industry stakeholders including asset managers, custodians, trading venues, research desks, and data/application providers. Coin Metrics' data empowers its clients and the public to better understand, use and value open crypto networks.

JOB DESCRIPTION

Our sales assistant will support our sales team to improve our sales efficiency and grow our company. S/he will work directly with our CEO and other senior sales leads.

Join a fast-paced startup pioneering novel metrics, data products, and intelligence solutions, which offer insights into the economics, markets, usage, health, and other aspects of public cryptocurrency blockchains like Bitcoin and Ethereum and other crypto networks.

You will be surrounded by talented people passionate about decentralized economies and the data behind them. Break new ground, create exciting new data-driven research and products, and help shape the future of finance.

Key responsibilities include:

- Researching relevant industry segments and identify and qualify potential sales leads.
- Working with product teams on persona development and targeted product positioning/sales messaging.
- Staying informed on competitive developments relevant to our market.
- Organizing and working with product owners to update our sales presentations.
- Coordinating our responses to RFP and due prospect due diligence requests.
- Handling follow-ups from sales meetings.
- Updating our CRM with relevant sales meeting notes and prospect updates.
- Working with prospects and sales executives to schedule sales meetings/calls.
- Demo'ing products and tailoring prospect trials.
- Drafting proposals and contracts for potential clients.

- Ensuring contract execution and handoff seamless handoff of new clients to the customer success team.
- Creating sales dashboards to report on the performance of the sales organization.

LOCATION

Greater Boston, MA (remote considered)

QUALIFICATIONS

- Interest in crypto and cryptoassets
- Strong communication skills
- Prior experience in an inside sales role or other sales role
- Strategic and consultative relationship-building
- Knowledge of Google and MS Office products
- Strong organizational skills and attention to detail
- Desire to work in sales demonstrated by relevant past experiences
- Experience with Hubspot is preferable

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