

Deal Support Associate

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Company: Datahash

Location: , , United Arab Emirates

Category: other-general

Job Description:As a Deal Support Executive at Datahash, you will report to the Assistant Vice President (AVP) of Sales and Account Management and play a critical role in supporting the sales process by providing administrative and operational assistance to the Regional Sales Leads and Sales Consultants. Your primary responsibility will be to ensure smooth and efficient deal execution, from initial discovery to contract closure

Roles and Responsibilities:

- 1. Deal Coordination:** Coordinate the administrative aspects of the sales process, including scheduling meetings, preparing materials, and managing documentation. Serve as a point of contact for internal and external stakeholders throughout the deal lifecycle.
- 2. Operational Support:** Assist in the preparation of sales proposals, contracts, and other documentation required for deal closure. Coordinate with cross-functional teams, including Legal, Finance, and Operations, to ensure timely and accurate completion of deal-related tasks.
- 3. Data Management:** Maintain accurate and up-to-date records of deal-related information in CRM systems and other databases. Generate reports and updates on deal progress and performance as needed.
- 4. Customer Communication:** Communicate with customers as needed to gather information, provide updates, and facilitate the resolution of any issues or concerns.

Requirements: Should have 1-3 years of working experience. Previous experience in sales support or administrative roles, preferably in a technology or SaaS environment. Strong organizational and multitasking skills, with the ability to manage multiple priorities and deadlines simultaneously. Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders. Detail-oriented with a high level of accuracy and attention to detail.

1. Work

From Anywhere: Your office can be anywhere you like. Seriously, anywhere². Your Hours, Your Call: Work early bird hours or burn the midnight oil. It's all good. 3. Get in on the Action: ESOP? Yeah, you get a piece of the pie too⁴. Health is Wealth: We've got you and your family covered, health-wise. 5. Cool Vibes Only: Our work culture is as awesome as your favorite hangout spot. 6. Epic Offsite: Once a year, we go all out. Think fun, sun, and maybe a cocktail or two. 7. Coworking Access: Need a change from your home office? We've got spots.

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