



Jr. Data Administrator

Sterling, VA

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SaleCycle - What we do

Welcome to the evolving world of Behavioral Marketing! A staggering 98% of website visitors leave a site without hitting that crucial purchase button. Our market leading On-Site & Email Remarketing solutions enable ecommerce marketers to reconnect with consumers who don't convert, reminding them why they came to a site in the first place.

With offices in the US, UK, France, Singapore, and plans for further global growth! SaleCycle powers campaigns for some of the most recognizable brands in the world. Including Ikea, Ralph Lauren and Virgin Atlantic.

We're a passionate company with passionate people and 'Love what you do' firmly rooted in our culture. It's tattooed on the arm of our CEO, visible on our office walls, and present in everything we do. We use the latest tech and innovation to shape our products and deliver results. All of which wouldn't be possible without our people.

Role Summary, Jr. Data Administrator, Sterling, VA

SaleCycle's Jr. Data Administrator will be essential in creating relationships with prospects from enterprise level brands. Your responsibilities will start from detecting opportunities at the start of the sales process through supporting the strategic sales team as needed to close the business. Working closely with the Global Head of Strategic Sales, you will ensure the revenue and growth of the global business.

Your Responsibilities

- Developing strategies to handle discrepancies and data quality problems; performing manual or automated data entry/data clean-up as required. Ex. Incorrect or egregious information in CRM.
- Salesforce Admin - Creating Contacts, Accounts and Opportunities as needed for strategic prospecting. Running reports and queries, as needed.
- Identifying opportunities to increase productivity through system utilization. Creating and managing custom fields, dashboards, queues, page layouts, validation rules and custom workflows.
- Developing and maintaining end user training documentation and delivering training. Monitoring user adoption rates and responding as needed (additional training sessions, communication, modifications, or other resources) to improve.

Your Personal Skills

- Excellent communication skills
- Drive and passion to achieve
- Strong interpersonal skills
- Confidence and charisma
- Work ethic- willing to go the extra mile to achieve your goals
- Motivated self-starter

Your Professional Skills

- Strong attention to detail
- Proficiency with MS Office applications including Microsoft Excel
- Ability to multitask and function in a high volume/busy environment
- Excellent PC Skills

What we offer

- Medical, Dental & Vision Insurance (*Premiums paid 100% for employees and their families*)
- Competitive salary and commission structure
- 401k – up to 5% match
- Semi-Flexible Working Hours
- Life Insurance
- A relaxing 25 days of annual leave plus National Holidays (and the option to buy/sell 5 days of vacation!)
- Does your birthday fall on a weekday? Take it off...it's on the house!
- Free snacks, drinks, ice cream, and sweets
- Free cake on us once a month!
- 2 fully paid volunteering days per year

Sounds like you?

If you would like to join our team as a Business Development Manager, send your resume and cover letter to DeAndrae.Jackson@salecycle.com

We are an equal opportunities employer and value diversity at our company. We do not discriminate based on race, religion, sex, national origin, gender, sexual orientation, marital status, disability status, color or age.