



Sales Operations Coordinator

Location: Los Angeles, CA

To apply please send your resume, with the **email subject of Ops 2011**, to careers@telescope.tv

Job Description

We are looking for a passionate individual for the Sales Operations Coordinator to join our Operations and/or Sales team. The ideal candidate will be an eager solution provider to a variety of large media, sports, and brand clients. Telescope is a small company which is growing rapidly with huge potential for personal skills and career development. You will learn about our business in this sales, sales support, operations, and account support functions, grow quickly with increasing responsibilities, and be an integral part of the success of the teams.

Skills & Requirements

Minimum Qualifications

- 1+ year of client facing sales, sales support, or coordination experience
- Excellent interpersonal skills, both verbal and written
- Knowledge of current social and media industry products and services
- Deep desire to learn and willingness to adapt to a fast-paced sales environment

Preferred Qualifications

- 2+ years of digital solutions sales, sales support, or operations coordination experience
- Ability to build trusted relationships between sales and operations departments
- Excellent organizational skills to allow working on a large quantity of concurrently running projects and clients
- Understand customer needs and provide effective solutions from our broad product suite
- Excellent attention to details in time sensitive situations
- Ability to travel for client meetings
- Bachelor's degree in Business Administration, Marketing, Communications, Finance, or related field.

Responsibilities

Included, but not limited to:

- Develop an in-depth knowledge of Telescope's proprietary technology solutions from an operations perspective to enable the development and implementation of digital and social applications
- Develop an understanding of how consumers and media companies use social media platforms, such as Twitter, Facebook, and Instagram, as well as an understanding of new social and digital platforms that continue to emerge.
- Work with the Operations and Sales teams in all aspects of account planning, sales cycle, and operational support, including but not limited to:
 - Research documentation
 - Client and internal meeting notes
 - Client brainstorming
 - Pitch decks and related materials
 - Proposals
 - Assisting with ongoing solution-scoping, communication, and end of project reviews
- Respond quickly to changes in requirements and ad hoc client needs
- Assist in providing post-campaign analysis to all clients for key campaigns to drive discussion on new enhancements
- Occasionally work unsociable hours to support clients and team
- Research current and future media campaigns and shows of clients to determine opportunities for our continued service offerings and growth
- Maintain a broad understanding of the tech industry and how our products can meet client goals

Perks

- Competitive compensation package
- 16 paid days off per year
- Many national holidays paid per year
- Comprehensive medical, dental, vision, life insurance, and 401k (up to 100% of 6%)
- Catered lunch(es)
- Free parking (or stipend depending on location)
- Partially paid cell phone coverage
- Fully-stocked kitchen with snacks, drinks, and Starbucks coffee
- Two holiday parties for all employees
- Casual work attire



About Telescope

The work environment at Telescope is exciting, engaging, and constantly dynamic. We have major media clients who depend on us year over year to deliver amazing products and support their live TV shows and events. We also have close partnerships with social networks such as: Facebook, Twitter and Instagram to which we deliver fan engagement products.

Telescope Inc. has been responsible for the most successful television and live media participation shows in the last decade: *American Idol*, *The Voice*, *Dancing with the Stars*, *So You Think You Can Dance*, *MTV Video Music Awards*. We also work with NBA, Sprint, Coca Cola, NASCAR, MLS, NASA, Project Greenlight, and others. We create the software that handles all parts of the voting, audience engagement, social media campaigns. We work with massive scale, big data, and cutting edge technology. Our employees come from all backgrounds with rich experiences and a fun company culture.

Telescope Inc. is an equal opportunity employer which does **not** discriminate against: race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veterans, or any other protected class.

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