



# Business Manager for Upwork remote team

📍 Киев,

Компания: Etcetera

Рубрики: [IT, WEB специалисты](#), [Реклама, маркетинг, PR](#), [Людьми с ограниченными возможностями](#)

## Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: не требуется  
График работы: удаленная работа

## Описание вакансии

We worked remotely even before it became mainstream!

We're Upwork agency - Top Rated and Awarded as The Best Agency 2016 and 2018 in Ukraine.

5 years on Upwork - we know how everything works there. We are a team of experts who know everything about great creative, branding and modern web projects.

In our team are 25 professionals in different fields of expertise and working hard to create really coll products. We are all Ukrainians, even though our team members are located all around the world as this is why we are freelancers :)

## DESCRIPTION

We are seeking a Bidder ( Business Manager) to join our team on Upwork. You should be available throughout business hours (GMT +3), so that you can provide prompt feedback to freelancers or clients if needed.

Job responsibilities include:

- \* Managing communication between clients and agency (designers, illustrators, developers)
- \* Writing a specific number of proposals per week for individual freelancers and the team
- \* Process invites to the job from clients: pick the appropriate candidate, write a reply, follow-up
- \* Keep project documentation up to date

Please write in which Ukrainian cities did you live for more than 1 year at the beginning of your answer. We need this to understand that you've carefully read our job description.

## REQUIREMENTS

- \* Should be originally from Ukraine
- \* Minimum Advanced English (written + verbal)
- \* Good knowledge of Upwork functionality
- \* Skill to write selling texts
- \* Understand the design and development to select the right Job Posts and conduct the initial dialogue (screening) with the client (based on a database of questions).

As a plus:

- \* Experience as Sales, Account Manager, HR, a manager in IT or other projects
- \* Experience with Email Marketing, cold calls, and so forth.

**We provide training, a variety of educational materials and life hacks during the trial period, which is also will be paid.**

Please, **answer the following questions when applying to the job:**

1. Did you have any longterm experience communicating with Foreigners/Expats(Work&Travel, long trips, etc)? Please describe.
2. What is your English level?
3. How many hours do you have for cooperation daily?

Look forward to receiving your applications.

Etcetera team

### **Контактная информация**

Сайт: <https://www.upwork.com/agencies/~018b8765a4243b4723>