



Ваш надежный помощник

# Leadgen/Sales Manager

📍 Киев,

Компания: Etcetera

Рубрики: [IT, WEB специалисты](#), [Туризм и спорт](#), [Реклама, маркетинг, PR](#)

## Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: обязателен

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, 2018 & 2019 in Ukraine.

6 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 30 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 Lead generation 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:

- ☆ Writing a specific number of proposals per week for individual freelancers and the team
- ☆ Managing communication between clients and agency (designers, illustrators, developers)
- ☆ 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 cover letter. We need this to understand that you've carefully read our job description.

## REQUIREMENTS

- ★ Should be originally from Ukraine
- ★ Upper-intermediate English (written + spoken)
- ★ Experience in Sales
- ★ 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

Please, answer the following questions in cover letter 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**

Контактное лицо: EtceteraTeam

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