

Colombia Jobs Expertini®

Virtual Assistant (Marketing Assistant, List Scrubber and Cold Caller)

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Company: Snaphunt

Location: Colombia

Category: other-general

The Offer

A role that offers a breadth of learning opportunities

Fantastic work culture

Attractive Salary & Benefits

The Job

Your responsibilities will include:

List Scrubbing: Using LinkedIn, Website, BuzzFile, and other tools to verify the accuracy of contacts in our raw marketing lists.

Active Verification: Make outbound cold calls to prospects in the scrubbed list to verify customers' and their decision makers' information.

Maintain Database: Maintain accurate records of verified targets and call activity in our CRM system.

Other Activities: Perform other marketing-related administrative tasks, working with Canwa, Apollo, Contact Science, etc.

Performance: Meet and exceed weekly and monthly scrubbing and call quotas.

The Profile

Qualifications:

Bachelor's degree preferred.

Proven experience in list scrubbing, data cleaning, or a similar role.

Strong communication in American English and good interpersonal skills.

Excellent telephone etiquette and active listening skills.

Ability to work independently and as part of a team.

Goal-oriented with a drive to achieve targets.

Familiarity with CRM software is a plus.

Previous experience in cold calling or telemarketing is an advantage.

The Employer

Our client is a leading technology solutions provider dedicated to empowering businesses with innovative IT solutions. Our client specialize in delivering cutting-edge technology services and products to help our clients achieve their goals.

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Cross References and Citations:

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