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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position name**  | **Sales and RFP’s Specialist**  | **Company** | ROADS CG |
| **Job purpose**  | We are seeking a motivated and experienced individual to join our team as a Remote Sales and RFP’s Specialist. This role is ideal for someone who possesses exceptional bilingual communication skills in English and Spanish, and has a proven track record in sales, Request for Proposal (RFP) writing, and grant submissions for USA-based companies.You will play a decisive role in driving our business growth by identifying sales opportunities, crafting compelling RFPs and grant submissions, and effectively communicating with clients in both English and Spanish. You will be responsible for managing the end-to-end process of sales engagements, from initial lead generation to successful closure, while also securing funding through grant applications. |

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| **REQUIRED QUALIFICATIONS** |
| **Education** |
| Bachelor’s degree in business, Communications, sales or a related field. Master's degree is a plus |
| **Training or Expertise** |
| High English level skills Strong Microsoft Office skillsCreative and passionate about sales |
| **Experience**  | At least 2 years of Sales and Marketing experience Minimum of 2 years of remote work experience for USA-based companies in sales, RFP writing, and grant submissions. |

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| **JOB FUNCTIONS** |
| Identify and target potential clients through market research, networking, and outreach efforts. |
| Engage with prospects and clients to understand their needs and tailor solutions that align with our services. |
| Prepare and deliver engaging sales presentations to effectively communicate our value proposition. |
| Collaborate with cross-functional teams to develop and submit winning RFPs and grant proposals. |
| Research and stay up to date with industry trends, funding opportunities, and best practices in RFP and grant writing. |
| Write, edit, and proofread RFPs, grant applications, and other sales collateral to ensure clarity, accuracy, and compliance. |
| Manage the sales pipeline and maintain accurate records of interactions and outcomes in CRM systems. |
| Negotiate terms, contracts, and pricing with potential clients to achieve successful sales closures. |
| Collaborate with the marketing team to develop sales-oriented content and materials. |
| Represent the company at virtual conferences, webinars, and networking events. |
| Provide exceptional customer service and maintain client relationships for repeat business. |
| Generating new business through prospecting cold calling, setting up meetings with prospects, and building relationships. |
| Identifies opportunities where our company can add value and drive efficiencies within the community.  |
| Responsible for responding to and following up on leads, chats, calls, and emails. |
| Be able to quickly research companies, identify potential opportunities, and strategize an approach to create interest for all types of companies and businesses |
| Partner closely with Sales & Marketing teams to ensure timely pipeline flow |

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| **REQUIRED SKILLS** |
| * Bachelor’s degree in business, Communications, sales or a related field. Master's degree is a plus.
* Minimum of 2 years of remote work experience for USA-based companies in sales, RFP writing, and grant submissions.
* Proven track record of meeting and exceeding sales targets.
* Exceptional written and verbal communication skills in both English and Spanish.
* Strong project management skills with the ability to manage multiple priorities and deadlines.
* Proficiency in using CRM software and Microsoft Office suite.
* Excellent research and analytical abilities for crafting compelling proposals.
* Self-motivated, proactive, and able to work independently in a remote environment.
* Strong negotiation and interpersonal skills.
* Ability to adapt to changing environments and quickly learn new industries or subject matters.
* Highly organized and efficient
* Solution-oriented mindset
* Creative and passionate about sales.
* Work independently and proactively, as well on a team.
* Professional and positive attitude
* Results-oriented individual who is excited by the prospect of adding to the continued growth and success of the company.
* Dedicated work ethic with a commitment to client service excellence
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| **WAGE COMPENSATION** |
| Salary: $4’000.000- $5’000.000 COP monthly – Payments to be biweekly.Full-time job, Monday- Friday 9 am-5 pm Eastern TimeInternet and computer must be covered by the employee  |
| **Company Overview:**We are a dynamic and rapidly growing company seeking an experienced Sales and RFP’s Specialist to join our talented team of consultants. We pride ourselves on delivering innovative solutions to our clients. We value collaboration, expertise, and a strong commitment to customer satisfaction.  |