

## Renewals (Remote Position)

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.65 to \$29.70 hourly  
**Employment status:** Contract / Temporary

### Description

We are offering a short term contract employment opportunity for a Renewals professional in our team, based in San Francisco, California. This role revolves around providing administrative support in the sales department, handling data entry tasks, and performing deal analysis. The work will be conducted remotely, and the individual will be expected to manage case routing efficiently.

Responsibilities:

- Manage and route cases effectively
- Perform Salesforce administration duties
- Conduct thorough deal analysis
- Handle data entry tasks meticulously
- Identify missing elements in deals and determine necessary actions
- Use Salesforce.com and Microsoft Outlook to maintain and update customer records
- Respond to customer inquiries promptly and professionally
- Monitor customer accounts and take appropriate actions when necessary
- Ensure all customer records are accurate and up-to-date
- Provide support to the sales team as needed.

### Requirements

- Demonstrated experience in Sales Support roles
- Proficiency in using Salesforce.com for customer relationship management
- Proficient in using Microsoft Outlook for email communication and scheduling
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- High level of attention to detail and accuracy
- Demonstrated ability to handle multiple tasks simultaneously
- Proven problem-solving skills and initiative
- Experience in a renewals or similar role would be advantageous.

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**This Job Posting will expire in 10 days.**