



## Sales & Support Representative

Spece is seeking a highly motivated and experienced local Sales and Support Representative to join our team. The ideal candidate will be responsible for selling open memberships and events to businesses and entrepreneurs and supporting our operations team. The successful candidate will have a proven track record of sales success, service, excellent communication skills in both English and Spanish, and a deep understanding of how to build relationships.

**Responsibilities** – Proactively prospect new members for all levels of membership and a variety of special event projects. Develop client relationships and represent Spece in a professional manner. Develop and maintain the highest level of customer satisfaction with clients.

**Qualifications** – Willingness to stay focused and make the calls necessary to complete a project. Organized and great time management skills. Good communication skills, phone etiquette, computer skills, and a desire to WIN!

We offer a competitive compensation, commission, and benefits package. Guarantee offered for the first 2 months then a wages plus commission pay structure.

If you're interested in this position, please submit your resume. We look forward to hearing from you!

**As a Spece Team member, you embody our mission:**  
***Deliver workspace environments that generate successful, happy members.***  
***Everyday. Every time.***

### **About the Role**

- Executing a consistent outreach cadence of cold calling, emailing, and other touch points with potential customers to generate new member opportunities.
- Developing new sales prospects, cultivating relationships, identifying needs, pain points, and opportunities
- Leveraging data, tools, brokers, and new platforms to accelerate the sales process.
- Setting up proposal meetings and sales calls between potential members and Spece Team Members
- Learning the tech and terms of the industry (as needed) in order to demonstrate a competent and knowledgeable grasp of the market
- Support operations team with daily tasks and responsibilities.
- Interact with current members and provide an exceptional level of hospitality

### **How will you contribute value to Spece**

- Consistently achieve call/email/appointment set activity targets.
- Represent our brand and services with a clear understanding and demonstration of their value.
- Report to the team Weekly and Quarterly progress.
- Contribute to the knowledge and learning of your team and the rest of the organization.
- Work within our CRM daily.
- Maintain schedule flexibility and fill in when required.

### **We need these skills**

- Excellent communication skills via phone, email, and web-based video conferencing
- Inquisitive, assertive, professional, and up for any challenge.
- Collaborative team approach. We're a close team and expect team participation and encouragement.
- Strong desire to learn, develop, and grow within our organization.

## **We desire these experiences**

- Successfully prospecting via phone & email to secure tours for prospective members and clients.
- Leveraging a CRM tool to target prospects in phone/email/drip marketing sequences.
- Following a self-disciplined approach each day to effectively connect with as many prospects as possible.
- Having worked in a start-up stage or scale-up cycle.
- B2B prospecting.
- Any related work within the Hybrid Workplace, hospitality, or Real Estate coworking space is helpful.
- Team player and collaborative attitude.