



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners have access to a modern suite that makes business banking easier.

When you join Autobooks, you're joining a team dedicated to helping banks provide services to their small business customers. We want your ideas, passion and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

### **The Role: *Financial Institution Sales Support Specialist***

*The Financial Institution Sales Support Specialist works directly with our financial institution sales team. He/she manages our CRM, support sales emails and lead generation activities, attends trade shows, and help the sales team close deals. Do you have a passion for solving tough sales problems? If so, we want to talk to you!*

#### **Responsibilities:**

- Develop and maintain in-depth knowledge of our sales strategy, plans, and tools.
- Develop and maintain in-depth knowledge of our product
- Daily maintenance of our CRM
- Assist the marketing team in creating lead generation email campaigns
- Assist the sales team at trade shows
- Other duties as assigned

#### **Required Experience/Skills:**

- Bachelor's Degree or equivalent years of work experience
- 2+ years' experience in sales support, or equivalent experience in college organizations
- Track record of meeting goals on time
- Extremely high level of professionalism
- Ability to maintain the company CRM
- Ability to multi-task and prioritize
- Strong problem analysis and resolution skills, with an ability to develop and implement solutions that benefit both the prospective partner and Autobooks
- Ability to self-start and succeed with little supervision
- Willingness to learn and utilize new products and process changes



**Other Requirements:**

- Familiarity with MS Office products
- Familiarity of CRM tools (i.e.: Salesforce.com)
- Ability to travel by air and/or car up to 10%

**Job Type:**

- Full Time

**Job Location:**

- Detroit MI or Austin TX

**Benefits:**

- 401k with company matching
- Health, Vision, and Dental insurance
- FSA
- Paid time off
- Life insurance and long term disability

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to [careers@autobooks.co](mailto:careers@autobooks.co) and indicate "Sales Support Specialist" as the subject. To learn more about us, visit [www.autobooks.co](http://www.autobooks.co).