

# LEVERAGE

Market Development Services

Founded in 2013, Leverage is a sales and market development company serving higher ed publishers and ed tech companies. Our mission is to achieve maximum results for our clients with little or no management on their part by leveraging the time and talents of industry pros. Leverage is known for high quality work, attention to detail, and delivering on our promises, which yields a high return on investment for our customers. We are looking for qualified candidates who will fit this culture to join our team. Leverage promotes work-family-life balance and a flexible working environment.

**Job Title:** Pipeline Manager Reporting to Project Manager. (regular positions open as well as substitute opportunities for those who can serve on an “as-need” basis)

**Job Category:** Admin/Secretarial

**Job Location:** USA – Remote

**Employment Type:** Contract / without benefits

**Job Description:** The Pipeline Manager is responsible for filling the pipeline for Leverage to meet a deliverable on project and for helping Leverage manage all data related to pipeline fulfillment. The pipeline is filled through sending emails.

**What you'll need to be successful:**

- Availability 3-5 office days per week (5 days is ideal)
- Availability for one daily call during regular business hours, and most work needs to be completed during the business week to keep the project moving on schedule.
- Strong verbal and written communication skills; must be able to work in a collaborative environment.
- Excellent organizational skills.
- Multi-tasking skills.
- Attention to detail.
- A proactive approach.
- Self-starter work ethic that thrives in remote-based office environment and can work on one's own initiative with a high degree of autonomy.
- Displays and acts with integrity and professionalism.
- 3+ years Administrative, Secretarial, or Sales Support experience. Higher Ed Publishing industry experience preferred.
- Must be Proficient in Excel and/or Smartsheet and/or Google Sheets; Mail Merge; Salesforce.com

**Candidate Must provide his or her own:**

- Home office with internet
- Cell Phone
- Computer
- Microsoft Outlook

**Why Work at this Company:**

- Flexibility / make your own schedule
- Summer's off
- Work from home

Email your resume to [anne@leveragefreelance.com](mailto:anne@leveragefreelance.com)