Sales Support (6-month contract)
Location: UK, Europe

Introduction to TM Forum
TM Forum is an association of over 700+ member companies, which include all of the world’s top 10 network and communications providers and stretch across 180 countries. Our members tap into each other’s collective experiences and abilities to collaboratively solve complex industry-wide challenges, deploy new services, and create technology breakthroughs to accelerate change. We help communications service providers (CSPs) and their suppliers to digitally transform and thrive in the digital era. We do this by providing an open, collaborative environment and practical support which enables CSPs and suppliers to rapidly transform their business operations, IT systems and ecosystems to capitalize on the opportunities presented in a rapidly evolving digital world. You can learn more at www.tmforum.org

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Responsibilities:
- Oversee maintenance Events pipeline for forecast.
- Issue contracts on the sales team’s behalf when needed.
- Upload new products and bespoke products in Salesforce.
- Creating bespoke packages in Salesforce.
- Work closely with clients and legal team to adjust contracts to meet client’s request.
- Liaise and follow up between clients and legal department to support any question from sponsors or legal counsels.
- Follow up with legal to assure sales close in a timely manner.
- Assist sales with follow-up regarding contracts out for signature.

Experience and Requirements:
- An interest in telecoms and a desire to learn.
- 5+ years of administrative experience in membership organizations/association.
- Outstanding working knowledge of Microsoft Word, Excel, and PowerPoint, pdf editor
- Results oriented, structured, convey a sense of urgency and able to press for closure.
- Previous experience with a CLM tool
- Previous experience with contract negotiations
- Computer skills and ability to use other in-house support and reporting tools.
- Ability to learn quickly.
- Strong interpersonal, communication and organizational skills.
- Strong sales process with knowledge of Salesforce.
- Ability to work with colleagues across multiple time zones and cultures.
- Self-disciplined, able to work independently with high productivity.

For immediate consideration, please email your resume to recruit@tmforum.org

Diversity & Inclusion at TM Forum
TM Forum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.