

ARGUS International, Inc. is Growing Salesforce Administrator, Sales Operations Position Available

ARGUS International, Inc.: Founded in 1995, ARGUS is the worldwide leader in specialized aviation services that allow organizations around the globe to improve their operational and business decision making. Our mission is to exceptionally deliver relevant and valuable information solutions to the Business Aviation, Air Carrier, Rotary Wing, UAS, and the overall Aerospace marketplace.



ARGUS is currently seeking a Salesforce Administrator, Sales Operations to join our team. The Salesforce Administrator will report to our Denver, CO office with remote opportunity, traveling to Denver a few times per year. As the Salesforce Administrator, you will be responsible for Salesforce platform, contract management, marketing support, and sales support. As the Salesforce Administrator for ARGUS International, you will join a global company working with business jet operators, airlines, drone companies, and regulatory agencies offering the industry safety solutions, audit services, industry analytics, and consulting services.

Individual responsibilities will include, but not be limited to, the following:

- Salesforce Administration
 - Manage Salesforce CRM database and oversee related applications such as Pardot, Customer Community, Service Console, Conga Mail Merge, and DocuSign
 - Manage and administer dashboards for sales, marketing, and leadership
 - Compiling Activity Reports for the SVP, Operations & Business Development, detailing sales activities, prospect status (new leads, developments, closed deals)
- Contract Management
 - Support sales with proposal and contract preparation, design, review, and finalization of contracts using DocuSign
 - Process closed deals through billing system, teaming up with accounting
- Marketing Support
 - Team with Marketing group on trade show involvement
 - Coordinate with Marketing group regarding key industry associations sales and marketing should be part of
 - Market analysis
 - New product introduction plans
 - Attend tradeshow or conferences as required

Minimum requirements:

- 4-year college degree, or equivalent work experience
- Excellent organizational skills
- Salesforce Administrator experience required
- Previous experience (1-3 years) in sales and/or marketing, preferably business to business
- Good working knowledge of all Microsoft Office programs





A member of the SGS Group

www.argus.aero

- Good working knowledge of internet and email usage
- Good working knowledge of contact management databases, preferably Salesforce

Why Chose ARGUS? Full time benefits will include: 401K Match, Medical/Dental/Vision Insurance, Voluntary Coverages, Paid Short Term Disability, Paid Vacation and Holidays, Flexible Schedules, Wellness Initiatives, Gym Reimbursement, Competitive Salary with a Friendly Casual Atmosphere. The salary range for this position will be 60-85K per year based on skillset and years of experience.

ARGUS is an equal opportunity employer.

Please register to submit your cover letter and resume at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3363cb93-dd75-4c54-b4a1-8f276f42c007&cclid=19000101_000001&jobId=441986&source=CC2&lang=en_US



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