

## **Sales Assistant (Part-Time)**

PreviewLabs specializes in the development of prototypes using game development technology. We develop prototypes which help our clients test or pitch ideas. We do this for any kind of game technology, covering PC and mobile games, educational games, simulations, data visualization etc. Our clients include Disney Imagineering and Yale University, as well as numerous startups.

We are looking for a part-time sales assistant to support our sales representative and founder, leading us to our next high profile or secret startup clients.

### ***Description***

- Search various internet forums and websites to identify potential clients or prospects.
- Identify additional prospects that share similarities to current and past PreviewLabs clients.
- Monitor new search results through tools such as Google Alerts and our own tools.
- Summarize key information about the prospects and their needs, as well as finding their contact information such as phone numbers to allow our sales representative to contact them.
- Work with analytics and reporting tools to determine who else our Sales Representative should call next.
- Assist the founder by entering information in our Salesforce database based on business cards, meeting notes, emails, etc.
- Improve and update prospect and client information in our Salesforce database.

### ***Requirements***

- Skilled at online searching.
- Able to identify potential clients.

### ***Pluses***

- Experience with Salesforce.
- Interest in gaining an understanding of how the games industry works.
- Has played through a variety of video games.
- Within commuting distance from New Haven, CT, USA

### ***Practical***

- Includes mentorship by the founder of the company.
- Part-time at 1-2 hours each weekday, ideally during the evening or night (US East Coast time).
- To apply for this position, you can contact us through our contact form at <http://www.previewlabs.com/contact>