

Pre-Sales Analyst

If you are interested in starting a career in a global company, please click [here](#) to submit your application. Applications submitted via our internal recruiting form will be prioritized.

Location: Manila, Philippines

Start Date: Available immediately or upon agreement

About RepRisk

RepRisk is a global leader and pioneer in data science, specializing in premium ESG and business conduct risk research and quantitative solutions.

Since 2006, RepRisk has been leveraging artificial intelligence and curated human analysis to translate big data into actionable business intelligence and risk metrics. With daily-updated data synthesized in 20 languages using a rules-based methodology, RepRisk systematically flags and monitors material ESG risks and violations of international standards that can have reputational, compliance, and financial impacts on a company.

Our flagship product, the RepRisk Platform, is the world's largest database of its kind, consisting of 120k+ public and private companies and 30k+ projects of all sizes, in every sector and market.

Leading organizations around the world rely on RepRisk as their key due diligence solution to prevent and mitigate ESG and business conduct risks related to their operations, business relationships, and investments.

Learn more at www.reprisk.com and follow on Twitter: www.twitter.com/reprisk

Job Description

The **Pre-Sales Analyst** plays an important role in helping the Sales team achieve its targets in the key target segments of banks, insurances, asset managers, asset owners and non-financial corporates. The ideal candidate is highly organized, service-oriented, and with good business acumen. She or he is capable of managing efficiently a team of two other employees of RepRisk, enjoys executing ad-hoc tasks as well as repetitive tasks diligently and with an eye for detail.

She or he represents RepRisk as a premium data science company and is the main support for our internal Sales team, helping to maintain and further improve RepRisk's efficient sales processes. This role is part of our international Sales and Marketing team and reports to the Head of Sales based in Zurich, Switzerland.

Responsibilities

- Support the sales team in identifying key prospects for our primary target client segments and markets
- Manage a Team of two Pre-Sales Coordinators
- Prepare bespoke briefs on strategic prospects, gathering and delivering key business information to support the Sales process
- Research and implement new technologies and methodologies to continuously increase the efficiency of the processes of the whole Sales Team (under supervision of the Head of Sales and of the Executive Vice President, Sales & Marketing)
- Conduct research to identify contact details of key decision makers via LinkedIn, Google, phone calls, etc.
- Leverage social media to liaise with relevant prospects (under supervision of the Sales team)
- Track, update, and maintain client- and sales-related activities in the RepRisk CRM tool, Salesforce, and maintain the Pre-Sales Manual
- Assist in the preparation of sales activities and materials (e.g. email outreach, quotes, contracts, etc.) and liaise with the Sales and Marketing Senior Coordinator (based in Zurich, Switzerland) as needed regarding RepRisk's suite of marketing materials
- Serve as the team assistant for the Sales team, i.e. setting up meetings and assist in organizing conferences and the like

Candidate Profile

You are structured and execution-oriented and have demonstrated ability to deliver on various tasks in a timely and efficient manner either through studies or through initial work experience. Moreover, you take pride in delivering quality in your work, meeting expected deadlines, and bringing tasks to a successful conclusion with an attention to detail. The position requires strong tactical skills as well good communication. Researching, analysing and systematically collecting information should be among your established skills, while working confidently with a variety of software and office tools. To succeed in this role, it is a prerequisite to be proactive, solution-oriented, and independent in order to get up to speed quickly on the different tasks and responsibilities.

You are people-oriented and results-driven, have high energy level, and maintain a pragmatic outlook without compromising quality. A quick learner, you are proficient in web searches and an excellent communicator, both orally (especially by telephone) and in writing. You work confidently with a variety of software, and have an affinity for technology.



In addition, you are self-motivated and set high personal standards for performance, and bring tasks to a successful conclusion. The ability to multitask and to work and communicate across cultures should be among your skills. The position requires strong self-management and the ability to deliver agreed-on tasks and to manage expectations, even when under pressure. Last but not least, you are passionate about ESG issues and strive to achieve something meaningful.

Education and Experience

- A Bachelor's Degree from a respected university or college, having a Master is a plus
- At least 2 years of experience in a sales or client support function with a proven track record is mandatory
- You must be fully fluent in English. Any other major business languages would be a plus
- Advanced knowledge of Microsoft Office products, in particular Excel and PowerPoint is a must; knowledge of additional software and Platform (e.g.: Salesforce, SharePoint) is a plus
- Analytical and structured thinker, organized, pragmatic, and efficient in execution

For more information, please visit <http://www.reprisk.com>.

In case you have any questions, our Senior HR Coordinator is more than happy to help you:

Contact: Jean Orillos, Senior HR Coordinator, +63 2 551 7456, Email: contact.manila@reprisk.com (no applications please).