



YOUR E-COMMERCE  
REVENUE ROCKET

## Sales Administrator (Latin America)

Location: Fully Remote

Type: Full-time

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### Sales Administrator - E-Commerce Marketing Agency

■ Are you ready to join our team of young, talented, and brilliant marketers? We're on the hunt for someone passionate about helping e-commerce brands grow through clear strategy, strong communication, and operational excellence — the backbone of our sales engine.

At ECD Digital Strategy, we've created a proven system to optimize website performance and drive more profitable traffic through email, SMS, and paid media. We're an ROI-driven e-commerce digital marketing agency whose clients see us as an integral and irreplaceable partner in their ongoing growth.

Our team is our most valuable asset. As a member of ECD, you'll work with talented thinkers, dreamers, and doers who move the industry forward with fresh ideas and excellent service. If you're excited about working remotely with a fun, driven, fast-growing team — we'd love to meet you.

### Your Mission

Be the operational backbone of ECD's sales engine. You will take administrative, coordination, and post-close account work off our Account Executive's plate so she can stay focused on closing new revenue. Your job isn't to "do tasks" — it's to build the system, automate the repetitive work, keep HubSpot pristine, shepherd deals through proposal and handoff, and make sure no client, rep, or opportunity ever falls through the cracks. Every week, the sales process should get faster, cleaner, and more automated than the week before.

### Core Responsibilities

#### CRM & Pipeline Management

- Keep HubSpot pristine with accurate deal stages, properties, contacts, and activity logs at all times
- Build and maintain dashboards and reports that give leadership a real-time view of pipeline health
- Audit CRM data regularly and clean up inconsistencies before they cause reporting issues
- Maintain accurate forecasting data so the AE and leadership can trust the numbers

#### Proposal & Deal Coordination

- Create internal Asana tasks for proposal creation and coordinate with the proposal team in Proposify
- Prepare, send, and track proposals including detailed outlines, next steps, and any special terms
- Manage follow-up cadences across email, text, and calls to keep deals progressing
- Draft and send recap emails after sales calls using Fireflies summaries
- Follow up with speed, precision, and consistency, leveraging automations

#### Sales Process Automation & Operations

- Identify repetitive tasks across the sales cycle and build automations using HubSpot workflows, Asana, n8n, Claude, and other AI tools

- Create and maintain email templates, sequences, and follow-up cadences so no deal goes cold
- Document SOPs for every recurring sales process so the system scales beyond any one person
- Proactively flag bottlenecks and propose solutions — spot friction before it becomes a problem
- Continuously look for ways to use AI (Claude, ChatGPT, Fireflies, etc.) to replace manual writing, summarizing, and data entry

### **Partner Channel & Portal Management**

- Monitor and help respond to the Klaviyo → ECD Slack channel daily
- Maintain strong, consistent communication with Klaviyo reps
- Coordinate email redesign and list-cleaning requests coming in from reps
- Add newly managed clients to the Klaviyo Partner Portal and keep it up to date
- Support preparation for strategic rep meetings to identify and accelerate deal opportunities

### **Requirements**

- Based in Latin America and able to work in US time zones
- Advanced written and verbal English skills
- 2+ years in a sales operations, sales admin, revenue operations, or client services coordination role
- Automation-driven mindset: proven experience building real workflows in n8n, Zapier, Make, HubSpot, or comparable tools
- Hands-on HubSpot experience (or comparable CRM) — pipelines, workflows, and reporting
- Detail-obsessed and organized: maintains flawless CRM hygiene and never drops a handoff
- Relentless follow-up mentality: treats every deal like it's winnable, follows up with speed and precision
- Proactive ownership: doesn't wait to be told what to do — sees it, owns it, solves it
- Familiarity with Asana, Slack, Google Workspace, Fireflies, and Proposify (or similar stack)

### **Nice to Have:**

- Prior experience at a digital marketing agency (especially a Klaviyo Partner agency)
- Familiarity with Klaviyo and/or lifecycle marketing concepts
- Experience supporting a partner channel program (Klaviyo, Shopify, Meta, etc.)
- Comfort with AI tools (ChatGPT, Claude, etc.) as part of daily workflow

### **What's In It For You**

- Competitive base compensation based on experience (\$2,000–\$3,500 USD/month)
- Performance bonuses tied to sales team efficiency and pipeline hygiene metrics
- Fully remote work with a flexible schedule
- PTO, team trips, monthly "rocket-fuel" team events, and a monthly "Fun Money" stipend for team hangouts

### **Our Non-Negotiables**

We expect that you take the steps necessary to do what you say you're going to do and to be accountable for your actions — in other words, live "Above the Line."

We understand that not everyone is ready for this level of ownership, and we respect that. However, you would be a great fit at ECD if you're willing to commit to the following principles:

- **Accountability: See It, Own It, Solve It, Do It**

- Become part of the solution
- Respect others and their feelings
- Act now
- Ask: "What else can I do?"
- Ask: "What coaching do you have for me?" and "What can I do better?"
- Personal ownership
- Show others that you care

**APPLY NOW**