



TrustBridge
global

MAKING
GLOBAL
GIVING
EASY



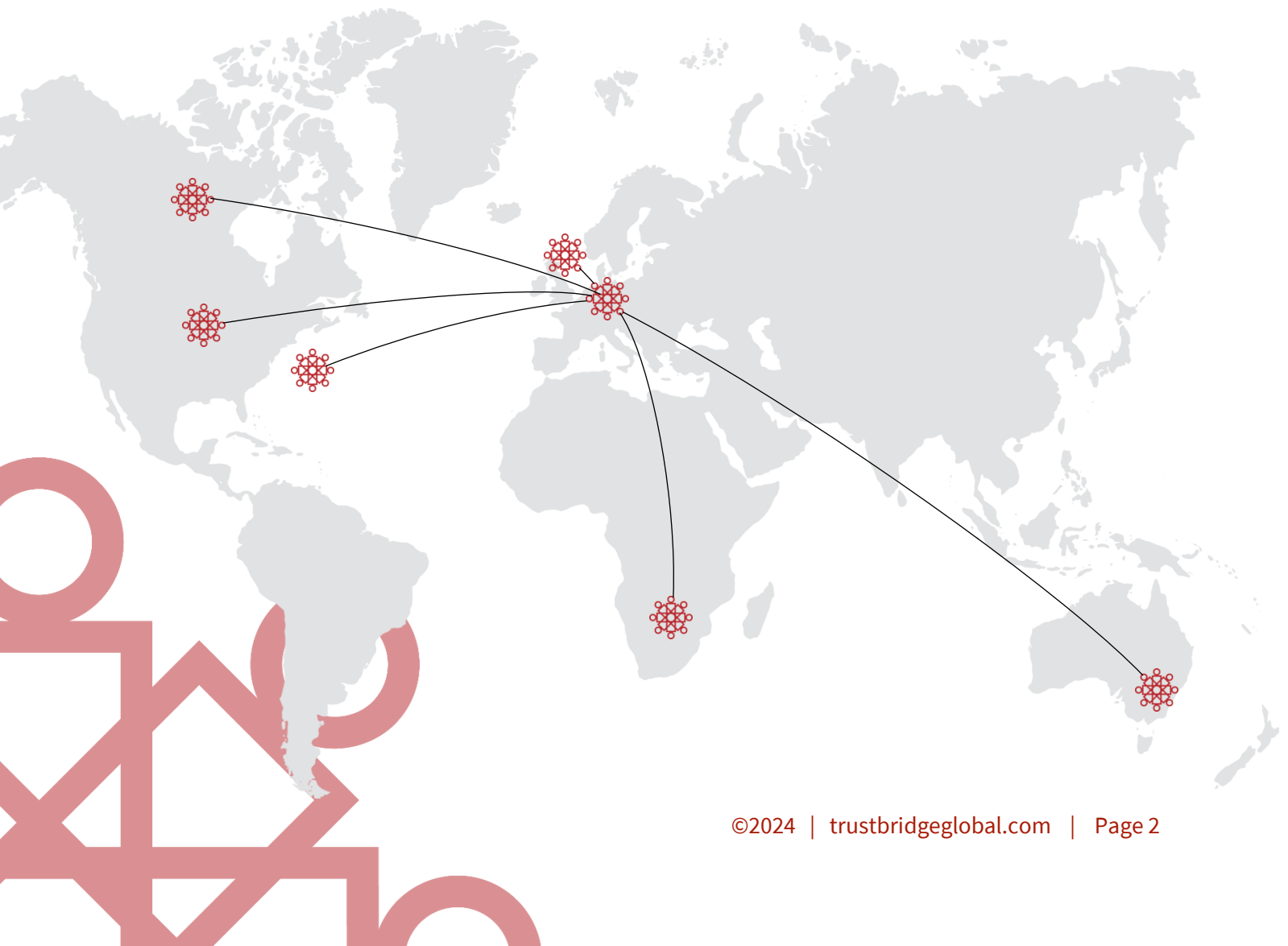
MAKE YOUR
IMPACT ON
THE WORLD

Sales Assistant

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES BY MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL NETWORK OF GENEROUS COMMUNITIES.**



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES**
EVERYWHERE HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euro, and yen in the hands of Christians around the world, more than enough to accomplish all that God has asked us to do - TrustBridge will get those resources moving.





We believe that the entire Bible is the inspired and inerrant Word of God - the only infallible rule of faith and practice.

We believe that there is only one God, eternally existing in three persons - Father, Son, and Holy Spirit.

We believe that Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, and was true Man and is true God.

We believe that in this age, God manifests Himself through the Holy Spirit, who is a distinct personality, eternally coexistent with the Father and the Son, whose basic task is to convict sinners, regenerate those who believe, and empower believers to live godly lives and in every way glorify the Father and the Son through His indwelling presence.

We believe that God created man in his own image, male and female.

We believe man sinned and thereby incurred not only physical death, but also spiritual death, which is eternal separation from God and is upon all mankind.

We believe that all persons choose to dishonor and disobey God, and as such all justly deserve condemnation and eternal death; however, the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and all who believe in Him are justified on the basis of His shed blood.

We believe that the Lord Jesus Christ was resurrected in body, ascended into Heaven, presently lives there for us as High Priest and Advocate, and that His personal, physical return to earth is imminent.

We believe that every believer in the Lord Jesus Christ must resist sinful passions, and instead readily repent, obey Christ and his teachings, and pursue righteousness.

We believe that the Lord Jesus Christ commanded his followers to make disciples of all peoples throughout the entire world, and witness to the truth and love of God.

We believe that there will be a bodily resurrection of both the just and the unjust, the just to the everlasting blessedness of the saved and the unjust to the everlasting conscious suffering of the lost.



TrustBridge has six core values that define how we strive to do business. They are as follows:

Put People First

The world tells us that we need to decide between benefitting ourselves or benefitting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say "no, we can't do it".

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

Depend on the Father

We believe and trust in a loving Father God that is in control of everything and knows the future. When he calls us to do something, it is because He has a plan. Provided we are also faithful, we expect that He will be with us and supernaturally provide everything we need. We will wait and listen when making choices, expecting supernatural wisdom in our decisions and multiplication of our efforts.

Walk in the Spirit

Only by abiding in the Spirit, will we bear fruit that lasts. Ongoing obedience requires daily humility, gratitude, and surrender. We each commit to engage, as God leads, in inward disciplines (meditation, prayer, fasting, and study of His Word), outward disciplines (simplicity, solitude, submission, and service), and corporate disciplines (confession, worship, guidance, and celebration) to pursue God as He pursues us.

Reflect the Son

As Christians, we are to be known by our love. We will not be perfect, and when we fail, we will confess, repent, and reconcile with those we've disappointed. There will always be those who will have unrealistic expectations of us, and we will do our reasonable best, knowing that it is impossible to satisfy everyone all the time. By God's grace, we will be a worthy reflection of Jesus to the world.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more. This team is growing and as a result, we opened a branch office in the Philippines which would ultimately have 50 or more employees. We currently need a Sales Assistant as we continue to build a complete team. If that sounds like you and you want to make an impact on the world, please consider applying for this role.

THE FOLLOWING OPPORTUNITY IS FOR A **SALES ASSISTANT** WITH A WIDE VARIETY OF RESPONSIBILITIES.

DESIRED OUTCOMES

Someone excelling in this position will:

- Directly reports to the Executive Vice President (EVP).
- Provide excellent support in lead generation, CRM, and general administration to the Executive Vice President (EVP) and the sales department.
- Significantly contribute to the sales department/business development of the organization by developing strategies and bringing in the best practices for lead generation and conversion.

JOB SUMMARY

- Identify and research potential leads through various channels, including online research, networking events, and industry publications.
- Collaborate with the sales team to develop strategies for lead generation and conversion.
- Maintain a database of leads and regularly update it with relevant information.
- CRM Administration:
 - Manage and update the Customer Relationship Management (CRM) system to ensure accurate and up-to-date information on leads, contacts, and accounts.
 - Create and maintain reports and dashboards to track sales performance, pipeline activity, and other key metrics.
 - Provide training and support to sales team members on CRM usage and best practices.

- Executive Support:
 - Provide administrative support to the Executive Vice President, including managing calendars, scheduling meetings, handling correspondence, and ensuring follow-ups to communication takes place.
 - Assist in preparing presentations, reports, and other materials for meetings and presentations.
 - Act as a liaison between the EVP and other team members, departments, and external stakeholders.
 - Assist with planning travel including meetings, accommodation, and transportation.
- Sales Team Support:
 - Assist the sales team with administrative tasks, such as preparing sales proposals, drafting contracts, and processing orders.
 - Coordinate logistics for sales meetings, conferences, and events, including travel arrangements and accommodations.
 - Collaborate with marketing and other departments to ensure alignment of sales initiatives with overall company objectives.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Exceptional communication skills, both written and verbal.
- Ability to understand and communicate the complexities behind core business products, functions, and international grantmaking.
- Ability to work independently and collaboratively within a team.
- Fast and a continuous learner
- Excellent computer skills, including knowledge of software programs such as Salesforce, Hubspot, Excel, Word, PowerPoint, and Outlook.

EDUCATION, TRAINING, AND EXPERIENCE

- Graduate of bachelor's degree in business administration, Marketing, or any related field.
- Proven experience in a sales support role, preferably in a fast-paced environment.
- Strong proficiency in CRM systems (e.g., NetSuite, Salesforce, HubSpot).
- Experience in using web-based video conference systems like Zoom or Teams.
- Experience in Microsoft Office 365, including Word, Excel, Outlook & PowerPoint.

WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- A flexible workday would run from roughly 1500-1200 or 1700 – 0200 to maximize the overlap with European and US Eastern Time work hours.
- Most of the work is computer based and work from home.
- Stable internet and power, and separate physical workspace in the home required.
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files.
- High level of organizational and time management skills.
- Willingness to work more than 8 hours per day, as needed.
- Ability to handle pressure during peak periods during the year.
- Benefits include paid time off, paid holidays, and annual bonus. May also include employer contributions to health insurance and retirement benefits.

Contact recruiting@trustbridgeglobal.com to find out more.



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GIVING | IMPACT | GLOBAL