



CULTIVATE

Sales Support, CRM Admin

Boulder, Colorado
Full-Time Position

Company Overview

Cultivate is a gifting company based out of Boulder, CO that specializes in on-site gift experiences for corporate events, meetings, and incentive travel. Since 2010, Cultivate has gifted hundreds of top-performing employees on behalf of the companies they work for. Cultivate's on-site gift experiences are designed to help every guest select a gift they truly love from a wide variety of categories.

In addition to its full-time employees, Cultivate has 100+ independent contractors to service gift experiences at events in key markets including California, Florida, Arizona, Hawaii, the Caribbean and other resort destinations around the globe.

What We Need

Cultivate is currently recruiting for a full-time Sales Support, CRM Admin, based in Boulder, CO. Reporting to the VP of Sales, the Sales Support – CRM Admin will be responsible for both immediate and ongoing project work for the sales team, with a special emphasis on our CRM tool (Hubspot) and other technology assets. This person will provide first level remote and in person support for all Cultivate employees.

What You Will Do

- Support the sales team on company wide initiatives, as well as regionally specific projects and reports
- Manage all customer and prospect databases
- Implement new technologies as needed in order to integrate sales, marketing, and operations in a seamless manner
- Travel to and work occasional events in the primary markets we serve
- Identify opportunities for process improvements targeting improved organizational efficiency

Standout Skills

- Superior people and leadership skills – ability to work at all levels within an organization and develop a synergetic model of collaboration
- Outstanding team development and training skills
- Sound personal and business ethics
- Ability to multi-task, prioritize several projects, focus and get the job done

Compensation and Benefits



- Competitive annual salary based upon experience
- Benefits including 401k (with 3% match) and insurance plans

Physical Demands

- Events demand physical activity requiring ability to lift up to 50 pounds

The above description reflects most duties assigned to the position. Other responsibilities may be requested at any time.