

Job ID: BUSOPS1

Job Location: Tyson's Corner, VA (near Washington D.C.)

Job Summary:

The Pro Sports Outlook Director of Business Operations is a natural salesperson and enjoys selling quality products to targeted clients. As the leading member of the business department, the successful candidate for the Director of Business Operations brings both skill and creativity to the table, willing to go the extra mile to set the company up for success.

Responsibilities:

- Discover and contact targeted companies to advertise and/or sponsor PSO-related products and/or content.
- Oversee and coordinate the day-to-day business operations of PSO's sponsors, affiliate marketers, and other financially-related partners to ensure goals are being achieved
- Lead the initiatives for the growth and overall profitability of the company
- Able to operate a wide range of assignments. Organization, efficiency, attention to detail, and planning skills are required
- Effectively communicate problem solving efforts, results, and solutions with others
- As necessary, participate in team based projects and contribute recommendations towards departmental objectives

Basic Qualifications:

- Strong leadership & organization skills
- Ambitious and driven for success
- Showcases outstanding verbal/written communication skills with timely follow up
- Demonstrates solid knowledge of sales, business operations, financial accounts, and collecting payments.
- Able to meet deadlines during nights, weekends, and holidays when needed
- Minimum of two years of sales, business operations, or related experience, college internship or related work in a professional environment
- Can thrive in a fast-paced environment that requires quick turnaround results
- Comfortable working alone without supervision
- Good understanding of common computer & mobile applications (Google Apps, Microsoft Office, Mobile apps, Quickbooks)
- Analytical & problem solving skills to evaluate data and make operational decisions

Preferred Qualifications:

- Bachelor's from a prominent University majoring in a business-related field
- Proficiency with:
 - Sales tools like Salesforce, Marketo, etc.
 - Finance/Accounting tools like Quickbooks, NetSuite, etc.
 - Microsoft Office Applications (Word, Excel, Outlook)

- G Suite Applications (Google Docs, Sheets, Slides, Forms, Hangouts, Drive, and Gmail)

About Pro Sports Outlook:

This future-minded sports media platform is launching June 30, 2019. Original, captivating sports content will be distributed fully on www.prosportsoutlook.com and related social media accounts as soon as June 1, 2019, with a goal of acquiring sponsors starting in July. This sports media startup is focused on establishing a dynamic, team-driven, exciting culture that enhances the way fans understand, consume, and enjoy sports on a daily basis.

Pro Sports Outlook, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender, identity, disability, or protected veteran status. PSO fosters a business culture where ideas and decisions from all people will help us grow, innovate, and establish Pro Sports Outlook as the greatest sports content platform in this rising digital era.

To Apply:

- Submit Resume detailing previous experience
- Submit Cover Letter explaining why you would be a great fit
- Self-made video Cover Letter and/or portfolio demo optional
- Send the above to rob@prosportsoutlook.com

** You must be legal to work in the United States.*