



POTEN & PARTNERS

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**Position: Contract administrator and sales support**

**Location: Houston, TX**

**Poten & Partners, Inc**

Poten & Partners is an international, employee owned, company providing consulting, commercial advisory and brokerage services to the energy and ocean transportation industries. Poten has over 175 employees located in seven offices around the globe.

**Duties:**

- Maintain all sales and subscriptions records for the Business Intelligence (BI) Division and for training.
- Administer all subscription contracts and ensure that all clients sign Poten terms and conditions. Log all changes to terms and conditions following approval by in-house counsel.
- Liaise with New York and London finance departments to facilitate invoicing, collections and other related tasks
- Coordinate all renewals with the sales reps in the US, Asia and Europe.
- Close renewals that the sales reps decide not to handle
- Provide same-day customer support for all BI and training clients
- Provide marketing support for BI sales and for business development and marketing staff in New York
- Learn InDesign and other production software to provide backup if NY production staff are unavailable
- Provide support as need for Poten forums and all other client and in-house events. This includes organizing events and providing support at the actual events.

**Qualifications:**

- Experience administering contracts or other relevant experience
- Knowledge of Salesforce, HubSpot and/or other CRM and sales management systems
- Very detail oriented
- Capabilities in list research, marketing or other relevant areas

**Application Process**

If you are interested in this opportunity, please email [jfeer@poten.com](mailto:jfeer@poten.com) with "Contract Administrator" in the subject line.

Poten & Partners is an Equal Opportunity Employer.