

Sales Administrative Support

International data center located in Staten Island seeks a motivated self-starter with 3+ yrs of administrative sales support experience. Seeking a candidate who can multitask, is extremely organized, detail oriented, able to handle large volumes of work, and able to work well under pressure. The candidate must have excellent written, verbal and pc network and application skills to support the Sales and Marketing department and provide client support and administer client contract renewals. Must be able to answer email requests, must also be customer service oriented. Associates degree is a plus.

We offer a competitive salary and fully paid benefit package.

Benefits

- Fully Paid Medical & Dental
- Basic Life Insurance and AD&D
- Short- and Long-Term Disability Insurance
- Flexible Spending Account (FSA)
- Employee 401 (K) Savings Plan
- Liberal Vacation Time
 - 1st – 3rd years 15 Days-Prorated
 - 4th – 9th years 20 Days-Prorated
 - 10th year and after 25 Days-Prorated
- Eleven Paid Holidays per year
- Sick Time
- Extended Sick Leave Policy
- World Wide Travel Assistance
- Employee Referral Program
- Tuition Reimbursement Program

Requirements

- 3+ yrs of technical administrative sales support experience
- Must be able to Multitask
- Must be extremely organized and detail oriented
- Must be able to handle large workloads
- Must have the ability to work well under pressure
- Must have excellent computer skills
- Associates degree is a plus

Send your resume to recruiting@telehouse.com.

Company Description

For over 20 years, **Telehouse** has pioneered the development of data center services and worked to keep our clients' information secure and uninterrupted, while performing at the optimum level.

Telehouse operates two SAS 70 Type II data centers and colocation facilities in New York, including our 162,000 square ft. flagship disaster recovery center and headquarters in Staten Island, NY., and a full service data center in Los Angeles. Through close ties with our sister companies in Europe (Telehouse Europe) and Asia (KDDI, our parent company), access, personal support and all data center services are available on a global scale with TELEHOUSE brand data centers appearing in 9 different countries with plans to expand to 14 by 2010.

Our state-of-the-art facilities' standard N+1 infrastructure includes:

- Engineers on-site, 24/7, to manage and maintain our facilities
- Diverse multiple commercial power feeds
- Multiple uninterruptible power supplies (UPS)
- Backup diesel powered generators
- Battery back-up
- Redundant cooling capacity and air-conditioning units
- High-level, layered security measures and procedures
- On-site monitoring, 24/7, by technical staff to manage clients' networks
- Multiple, diverse choice of telecom providers ensuring your business stays connected.

In conjunction with our data center services, Telehouse America owns and operates public internet peering exchanges in New York (NYIIX) and Los Angeles (LAIIX). Both exchanges provide a platform for participants to peer (exchange internet traffic) at up to 10gbps speeds using IPv4 and IPv6 protocols.