

Sales Assistant / Intern – [SpeedForce.AI](#)

Location: Remote

Start date: Immediate

Working hours: Flexible

Let us build the infrastructure for your success

Want hands-on experience in tech sales without the pressure of targets? Looking to support a fast-moving sales team in a growing AI startup?

We're [SpeedForce.AI](#), an AI company building a smarter, faster hiring system. Our product helps businesses streamline their recruitment process, saving time and improving hiring decisions.

We're growing fast and I need a Sales Assistant or Intern to support the core sales team. You'll handle client materials, keep our sales process organised, and join onboarding calls. This is a support role, not a sales role, but you'll learn how tech sales works from the inside.

Job Requirements and Experience

Sales at SpeedForce.AI is fast-paced and hands-on. As a Sales Assistant, you'll help with prep work, client communication and team organisation. You don't need experience in sales, but you need to be detail-focused, organised and ready to support the team day to day.

You need to be self-driven, able to manage your time with flexibility, open to collaboration, and willing to step out of your comfort zone to grow. This role is hands-on and you'll have direct impact from day one.

Must-have:

- Strong attention to detail and clear communication
- Confident using Google Docs, Slides and Sheets
- Comfortable writing and speaking professional in English
- Willing to learn and support the sales team

Nice to have:

- Experience using Notion, HubSpot or Canva
- Interest in AI, SaaS or HR

What you'll do

- Send product info, pitch decks and brochures to leads
- Prepare demo materials, client contracts and presentations
- Support CRM updates and track leads
- Join onboarding calls and take notes
- Help draft follow-up emails and simple proposals
- Keep folders, templates and documents organised

What we're looking for

- Reliable, organised and proactive
- Clear communication and professional writing
- Comfortable with digital tools and remote work
- Quick to pick things up and ask when stuck
- Bonus: interest in tech, HR or sales

Working with us

We're building a direct, supportive and open culture. I want people who take initiative, learn fast and aren't afraid to ask questions.

You'll work closely with the Sales Executive, Product Development, Marketing and CEO, and see how an early-stage sales operation runs. If it goes well, this could lead to a paid contract or full-time offer later.

We support your growth with:

- One-on-one mentoring from me and the sales team
- Product training and onboarding support
- Learning sessions in B2B SaaS, AI and recruitment
- Regular feedback and check-ins
- Opportunities to grow into client or sales-facing roles

Your benefits

We're a startup with a limited budget, but we offer real experience and growth. You'll get:

- Flexible working hours
- Remote work
- Mentoring from senior staff
- Performance-based path to full-time or paid role
- Option to use this experience as part of your degree/internship programme

Allowance will be discussed during the interview.

Cultural Fit

Startup Mindset: The ideal candidate should be comfortable in a fast-paced environment with evolving roles and responsibilities, as startup cultures can be dynamic and require adaptability.

Collaborative and Open-Minded: Being part of a growing team means feedback and collaboration are key. The candidate should be open to constructive criticism and willing to take on new challenges.

Application process

To apply, send your CV through : <https://speedforce.ai/apply>.

If you have a portfolio or case studies (sales decks, outreach messages, campaign results), email them to: huy.do@visa-dreams.com

If your profile matches what we're looking for, we'll contact you for a short screening. After that, you'll be invited to an interview with our CEO.