



**Job Title:** Sales Assistant  
**Salary Range:** Varies depending on skills and experience (\$15-\$20/hour)  
**Reports to:** Sales / Admin Lead

### **Overview of Position**

This is an opportunity for a bright, energetic professional to work with a full-service marketing communications company. The successful candidate will provide exceptional project management and sales support for a wide range of clients. They will consistently deliver a high level of customer service, striving to exceed client expectations while maintaining company standards, goals and philosophy.

### **Responsibilities**

- Support sales efforts through all phases of the sales cycle; complimenting the work of the sales team
- Placing orders, follow-up, billing and other misc requests as directed by sales/admin lead
- Research products, effectively negotiate price and value added services with vendors, and prepare quotations and presentations
- Develop and maintain productive client relationships
- Work effectively to resolve client/vendor disputes in a professional, positive manner
- Maintain positive and supportive partnerships with all internal departments
- Maintain comprehensive knowledge of industry trends, products, vendors, etc.

### **Requirements**

- 3 to 5 years experience in servicing clients
- Knowledge of promotional products and commercial print industry a plus
- Strong customer service orientation and the ability to work with people in varied organizational relationships
- Solid project management skills, including the ability to prioritize, document, and work with a sense of urgency to meet deadlines
- Exceptional communication skills
- Experienced at negotiating project costs and other project details with suppliers
- Strong computer skills and the ability to learn new software
- Competent working with databases and associated file types
- Demonstrated strength in performing work in a fast-paced, time-pressured environment
- Above average time management and documentation skills
- Demonstrated problem-solving and negotiation skills
- High level of flexibility, reliability, and dependability
- Exceptional “can-do” attitude
- Promote and support company philosophy