



Sales & Marketing Assistant Job Description

Department: Sales

Reports directly to: Sales Director

Salary Range: DOE

Job Summary & Duties

The Sales & Marketing Assistant is responsible for a variety of day to day activities that will provide assistance to both the Sales & Marketing Departments. Key responsibilities include phone reception, customer appreciation, data entry, apparel management and other office related tasks.

Primary job duties include but are not limited to:

- **Phone Reception**
 - Answer and attempt to resolve incoming sales calls.
 - Take customer orders of simple products.
 - Direct customer to appropriate recipient when necessary.
- **Salesmen Assistance**
 - Assist salesmen with tasks: quoting, order entry, proofing, etc.
 - Other assistance as necessary.
- **Customer Relationship Management**
 - Manage CRM (HubSpot) and ensure all customers are followed up with.
 - Manage customer appreciation surveys and gifts.

Secondary job duties include but are not limited to:

- **Apparel**
 - Maintain inventory of apparel and adequate reorder levels.
- **Assist with Planning Employee Activities**
- **Other job duties as required or assigned**

Required Skills / Experience

- Good interpersonal skills with the ability to connect and develop solid working relationships within the organization.
- Dependability
- Proficient with MS Office Suite.
- Valid Driver's License

Preferred Skills / Experience

- A good understanding of agriculture and agriculture equipment is a major plus.