



1-800-798-7753
www.FreemanTech.com

Creating Opportunities for Success. It's that simple.

63576 N Highway 97, Suite 5
Bend, Oregon 97701

Position: Marketing / Sales Assistant

Status: Open until filled

Salary: Commission

Location: Headquarters (Bend, OR); telecommuting available

Qualifications: Business degree or coursework preferred, but not required

Experience: Previous experience in marketing and sales

Skills:

- Excellent customer relation skills
- Excellent interpersonal skills
- Highly motivated and ambitious
- Positive verbal & non-verbal communication
- Excellent listening skills
- Ability to establish positive rapport with customers
- Ability to summarize concepts, ideas, and processes
- Ability to empathize and relate with customers
- Ability to take initiative and/or direction
- Ability to be flexible and adaptive
- Ability to act promptly in opportune moments
- Ability to manage extensive customer base
- Ability to effectively manage stress
- Ability to maintain lasting customer relationships

Duties:

- Promote and introduce Great Rewards Program
- Maintain base quota for gross monthly sales
- Research non-profit organizations and market trends
- Retrieve designated codes to various organizations
- Provide customers with on-going resources, support, and record maintenance
- Follow up with customers to ensure satisfaction
- General data-entry and clerical duties
- Assist supervisor with tasks as assigned
- Answer and direct incoming calls and/or emails
- Attend staff trainings and meetings
- Collaborate with staff to improve overall marketing & sales strategies