



**SCREENBROIDERY
SALES DEPARTMENT**

SALES/ EXECUTIVE TEAM ASSISTANT

Job Purpose:

The Sales Assistant position assists the Executive Team in sales related activities in order to exceed customer needs and maximizing sales reps time and productivity. The position will assist in writing orders, researching needs, communicating with customers, and helping through other parts of the ScreenBroidery process. Overall the position is designed to keep ScreenBroidery relevant, promote possible products, and coordinate a smooth sales process. The sales assistant must be a self-starter, friendly, well-spoken, knowledgeable, organized, reliable, creative, and able to collaborate with all team members. Following the master sales strategies, the Manager will meet daily objectives with assigned sales reps maximizing communication, company sales volume and profits.

Primary Responsibilities

- Organize market and customer research for executive team.
- Document company achievements and successes.
- Greet walk in customers and handle in house sales needs.
- Complete a broad variety of admin tasks that facilitate the Exec. Teams' ability to lead the organization.
- Assist in preparing for meetings.
- Call on second and third tier accounts touching base on previous orders, promoting ScreenBroidery, and pushing product specials and deals.
- Maintain updates with customers for ongoing orders.
- Coordinate follow up communication with clients.
- Generate presentations using internal order management system of products for customer.
- Send thank you notes and gifts to all customers within designed parameters.
- Build, source, and send quarterly promotions to top tier and potential accounts.
- Build and source monthly product deals and recommendations for all ScreenBroidery employees to promote to new and existing accounts.
- Promptly write estimates and sales orders when needed.
- Assist marketing department on special projects.
- Respond and manage online customer service needs.

Reports To: President of Sales

Qualifications:

- Executive Assistant or other relevant administrative support experience
- Customer Service experience
- Excellent MS Office knowledge



- Must be able to meet deadlines in a fast-paced, quickly changing environment
- Excellent verbal and communication skills
- Ability to manage multiple ongoing tasks
- High School Degree
- Some higher education or certification is a plus
- Experience in email marketing programs is a plus
- Experience with ecommerce design/development is a plus
- Experience in the apparel and/or promotional products industry a major plus

Compensation and Benefits:

Compensation is pre-taxed annual salary based on qualifications and experience and will include performance bonus opportunities.

- 3% match of salary contribution into the company's Simple IRA program
- Eligible to join the company's health insurance program
- A performance review will be conducted every two weeks for the first 30 days and quarterly from then on out. Annual reviews, expectations, and goals will be conducted in January of each year.

About ScreenBroidery:

ScreenBroidery is a creative merchandise agency. Specializing in apparel and promotional marketing products we add value through our product development teams, ecommerce analytics, and fulfillment programs. We believe that knowledge matters, that quality matters, that people matter, and that marketing matters.

Founded in 2008, ScreenBroidery has grown to be a multi-million dollar organization partnering with all types of clients (large and small) across the country. Within 11 years of success, ScreenBroidery has been named the fastest growing company and one of the best places to work in the industry. As we continue to evolve and grow we invest in new technologies and people in order to best fulfill our mission of bettering our customers, bettering ourselves, and bettering the world.