

Industrial Sales Company, Inc.

Marketing/Sales Assistant

Job Posting

Company Overview

A 46 year established distribution company based in Olathe, Kansas focusing on the irrigation, landscape, lighting, waterscape, industrial, municipal, gas, and telecommunication industries is looking for an experienced, high-energy person that can contribute to our continued growth and success. We offer a competitive salary/compensation package with benefits. We are an equal opportunity employer and perform background checks prior to hiring for any position.

Job Overview

Marketing, sales and advertising coordination for enhanced communication with the Marketing, Sales, and Purchasing Departments. Specifically, working out details on marketing programs and events. This demands follow-through on many different levels. The Marketing/Sales Assistant works with all departments and personnel including Departmental Managers, customers, advertising agencies, printing companies, and packaging suppliers for the promotion of programs and products. Working from preliminary specifications, the Marketing/Sales Assistant arranges for samples of proposed artwork, receives final proofs, obtains final approvals, and arranges for procurement of packaging or promotional materials.

Responsibilities

Assists the Marketing Manager in conceptual design and development of marketing, advertising and sales promotions to enhance the overall Company market share.

- Sales: Assist the Sales Personnel to assure the support activities for the Marketing and Sales Departments are implemented.
- Advertising: Assists in the coordination of sales programs, special promotions and overall Company advertising activities.
- Event Coordination: Assists the Sales Department with special projects that are programmed for extra sales opportunities; i.e., trade shows, seminars, hospitality events, "specials," etc.
- Implementation: Apprises the necessary Departments of marketing and sales promotions to maximize program comprehension and results.
- Reports: Prepares reports and supporting documents to measure results and advise on various sales and promotional activities.
- Sales Department Support: Provide assistance to Sales Managers for Quarterly Sales Meetings as requested. Assist in monitoring promotional literature is available on all specials, programs and events throughout the Sales/Service and Warehouse Departments.

Marketing and sales coordination requires continual communication with Marketing, Sales, Sales/Service and Purchasing/Inventory Departmental Personnel. The Marketing/Sales Assistant will collaborate with a variety of team members to follow-up on assignments and assure adequate communication is achieved within the appropriate departments.

Develops strong interactive working relationships with Marketing, Sales, Sales/Service, and Purchasing/Inventory Departmental Personnel along with outside vendors. Understanding performance requirements, manufacturers' promotional programs, and general scope of market conditions is critical to achieve the desired results.

Knowledge, Skills, & Abilities

- Undergraduate degree from a 4 year college with a major in Business Administration, Marketing or related field or equivalent work experience
- Strong working knowledge of computers/software like Excel, Word, and Adobe Creative Suite along with scanners, printers, and other office equipment
- Good oral/written communication and interpersonal skills
- Capable of presenting a highly personable and professional image
- Creative ability both conceptual and visual
- Demonstrated ability to coordinate a high level of activity under a variety of conditions and constraints
- Ability to work independently and with other staff members
- Attention to detail

If you are a proactive individual interested in joining a well-established company, then please submit your resume, references, and salary requirements by fax to (913) 829-3515, email iscresume@industrialsales.us or mail to:

Industrial Sales Company, Inc.
Attn: Marketing/Sales Assistant
1150 W. Marley Rd.
Olathe, KS 66061