



Position Profile

Part Time Sales and Marketing Administrator

Position Title:	Sales & Marketing Administrator	Location:	Novi, Michigan
Position Reports to:	Operations Manager (Michigan office)		
Part Time:	20-25 hours per week		

Overview

This position is the "glue" role for the sales & marketing organization. It should be viewed as the role that acts to support the sales organization to ensure that sales resource time is being spent on revenue generating activities wherever possible.

Essential Functions

Office Administration

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Must be proficient in MS Office applications, spreadsheet, and database software to prepare reports, memos, and documents
- Prepare and send outgoing faxes, mail, and courier parcels
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Make travel, meeting and other arrangements for staff
- Coordinate the maintenance of office equipment

Event coordinator

- Organize sales and marketing events (conferences, workshops, and users' conference)
- Handle logistics, find premises, social event, manage brochures and other materials, etc.
- Manage attendees list
- Promote attendance through multiple marketing efforts. Follow up required to prevent no—shows.
- Fully manage relationship with event organizer

Communication

- Assist sales team on communication campaigns. Build press releases, prepare messages for e-mailings, and manage email blast.
- Coordinate with press and other media for ads and announcements.
- Post news on social networks, partner website(s) (NAFEMS) or on online exhibition portals

Maintenance renewals

- Following established process to create renewal quotations
- Prepare MSLA and associated Product Schedules

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- Update maintenance records in SFDC

Produce and update marketing materials

- Datasheets
- News
- Other

Sales Process

- Manage paperwork once a PO has arrived.
- Administration & management of CRM tool to track sales opportunities and accurately forecast annual sales revenues

Personal Attributes Required

- Personable with good relationship building skills
- Goal oriented, independent style of working
- Highly flexible response to a varied set of tasks
- Clear and concise presentation and communication skills

Qualifications & Experience Required

- Degree in Marketing or Business preferred
- 5+ years' experience in operational business management
- Oral presentation skills
- CRM/Salesforce.com experience

Remuneration

\$18 to \$20 per hour: TBD depending on experience Level

Paid vacation

20-25 hours per week

Send Resumes and Cover Letter to: marketing@phoenix-int.com

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