

## Sales Assistant I

Evans Newton Incorporated (ENI) a 35 year old nationally respected educational consulting company is seeking a Sales Assistant I experienced in sales team administrative support providing assistance to multiple sales managers for a full-time position in our Scottsdale, AZ office.

ENI provides proven curriculum solutions to support student success, teacher effectiveness and the needs of school administrators. Working with school districts nationwide, ENI is dedicated to giving every student the opportunity to succeed.

The ideal candidate would have the following essential functions, skills, knowledge and experience and will email a cover letter, resume, and salary requirements to [hr@evansnewton.com](mailto:hr@evansnewton.com) or fax to S Mounts at (480) 951-2895.

### Responsibilities

Administrative support to sales team members.

- Accept all sales-related phone inquiries, obtain pertinent info, and contact appropriate sales person to respond.
- Collect, print all sales timesheets, PTO forms, submit for signature, maintain files
- All travel arrangements including air, hotel, and rental cars. Maintain file for backup. Enter in travel log, calendars, and itineraries, as needed. Research best rates, locations, etc.
- Maintain Outlook calendars for sales team as needed.
- Correspondence for sales as needed. Write, edit, and print letters/mailings as needed.
- Print, collate, bind, and ship all supporting sales materials as needed for meetings, presentations, etc. Work with curriculum department for best curriculum samples, if not available on sales CD
- Make calls, coordinate meetings, contact customers and prospects, do research, data processing, scheduling, etc. as needed by the sales department.

Provide administrative support for VP Marketing, Senior Marketing and Event Coordinator and Marketing Specialist

- Arrange travel for VP of Marketing (air, hotel, ground transportation, etc.). Enter in log, calendars. Maintain travel records/create reports as needed
- Collect, print all marketing department timesheets, PTO forms, submit for signature, maintain files
- Assemble and ship Welcome Kits to new customers as communicated
- Attend weekly Marketing Department Meetings; biweekly one-on-one with VP of Marketing
- Fill out purchase orders when needed
- Monitor Inservice evaluations and quotes
- Responsible for customer note mailings, DVD/CD copies, and ordering business cards.
- Schedule and coordinate all bulk mailings, i.e. mail house scheduling and payment, etc.
- Maintain Marketing department calendar

Support Marketing Initiatives

- Assist with and attend Marketing events as needed, including travel for attendees, assembly of materials. Maintain records as needed.
- Coordinate assembly of marketing packets and other marketing materials as needed for events and mailings
- Assist with mailings – mail merge, print, collate, stick, stuff, stamp, mail
- Gather email address for campaigns
- Prepare and ship materials for off site events
- Enroll ENI staff members for conferences and seminars

- Send out symposium follow-up materials to reps and attendees
- Provide effective and timely support for mailings and marketing and sales events

Responsible for tracking and implementation of the steps for customer loyalty and contact program as well as customer survey implementation

#### Expense reports

- Create all expense reports for Management staff as requested
- Closely check expense reports for all other account managers
- Work with the Accounting Department to take actions needed for accurate expense reporting.

#### General Administration

- Provide scheduled/unscheduled back up for receptionist.
- Provide 100% back-up for SM Admin II and back up for other Admin Assistants as needed.
- Assist with all other projects as needed and assigned
- Track supply of collateral, paper, letterhead, envelopes

#### Skills, Knowledge and Experience

- Must have prior experience as an administrative assistant supporting multiple managers preferably in a sales environment.
- High School Diploma
- Five+ years of office experience.
- Commitment to company values.
- Ability to appropriately handle confidential information.
- Strong organization and prioritization skills.
- Must be able to organize and manage multiple priorities, work under pressure, meet deadlines, and be flexible on projects simultaneously.
- Excellent interpersonal and communication skills both written and verbal.
- Strong customer service and orientation skills.
- Working knowledge of all office equipment including telephone systems, mail processes, postage machine, etc.
- Intermediate to Advanced Microsoft Office applications including Word , Excel, PowerPoint and Outlook capabilities.

Due to high volume of candidates, no phone calls please; local candidates only. No relocation assistance available. **Resumes submitted will not be considered without a cover letter and salary history.** Competitive salary and excellent benefits package offered to full time employees. ENI is committed to the principles of diversity and equal opportunity. For more information on Evans Newton, please visit [www.evansnewton.com](http://www.evansnewton.com).