

Sales Assistant/Customer Care Liaison

Evans Newton Incorporated (ENI) a 35 year old nationally respected educational consulting company in Scottsdale, AZ is seeking a Sales Assistant/Customer Care Liaison. This newly created position is responsible to the VP of Academic Services and Sales Manager for completion of specific sales projects as assigned; some sales program planning; and may have line responsibilities for certain assigned functions; as well as detailed administrative support for VP and Sales Manager.

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, writing sample and salary requirements to smounts@evansnewton.com or fax to SMounts at (480) 951-2895.

Responsibilities

Position is responsible for providing assistance to the VP of Academic Services and the Sales Manager in special assigned projects. May be assigned management responsibilities for certain sales functions; will research and compile data, develop sales presentations; complete special projects, and assist in coordinating the planning activities for new business lines and business development. Individual will represent ENI by addressing issues with various customers on behalf of the VP and the Manager at their direction. Other responsibilities include, prepare reports and materials, arranging travel, and providing back up support for receptionist and other administrative assistants.

Required Experience

- Degree from 4-year college with proven academic success required. Degree in education or related field is preferred.
- 2-5 years of successful sales experience or other professional work experience is preferred.

Required Skills

- Knowledge of MS Office (Word, Excel, Power Point, Outlook a must)
- Experience writing marketing and sales communication pieces is required
- Superior communication skills written and verbal
- Excellent interpersonal skills with the ability to interact with all levels of management
- Strong analytical, investigative and problem solving skills
- Ability to work in a team environment and build strong and professional relationships
- Strong ability to develop rapport, overcome objections and persuade
- Demonstrated ability in using various software applications

Due to high volume of candidates, no phone calls please. Local candidates only, no relocation assistance is available. Resumes submitted will not be considered without a cover letter, writing sample 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.