

**SpecWorks, Inc. is a promotional advertising & marketing agency that has been ranked in the top 10% in the industry. We work with companies such as CNN, Exelon, and Coca-Cola. Although headquartered in Baltimore, we are looking for rockstars in all areas of the country. Remote positions are available for the right candidates.**

**Do you have experience with, or want to move into inside sales and account management? Our ideal candidate will have experience in the promotional advertising customer service or inside sales with an incredible sense of urgency.**

## **Marketing & Sales Assistant**

The Sales Assistant is responsible for responding to customer inquiries, assisting customers via phone and e-mail and working with vendors. They must keep up with current trends in the industry and create presentations with promotional product ideas pertinent to the client goals and objectives.

### **Primary Responsibilities:**

- Professionally interact with customers over the phone and email
- Creative sales presentations
- Order specs and virtuals
- Coordinate shipping logistics
- Provide vendor follow up, including order and tracking information
- Respond to ad hoc requests

### **Qualifications:**

- Previous customer service or sales experience preferred
- Computer proficiency, keyboard and web navigation skills
- Strong attention to detail

- Ability to prioritize and handle multiple tasks in a fast-moving work environment
- Excellent written and verbal communication skills
- Ability to work independently and on a team
- Strong work ethic and ambition to succeed
- Must be a person with high integrity
- College degree preferred, but not required

Please send resumes to [careers@specworks.com](mailto:careers@specworks.com)